

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**STUDENT ACTIVITIES FINANCE CLERK**

DEFINITION

To perform specialized accounting and financial record-keeping duties that assure accurate accounting of Associated Student Body (ASB), athletic and other student and school accounts; assure compliance with applicable provisions of the California Education code and applicable site, District and government policies and procedures; prepare and maintain accurate records and reports as necessary; perform clerical support functions

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the Account Clerk series. Positions assigned to this class can be distinguished from lower level classes by the greater amount of independence with which the incumbent is expected to operate in the processing and maintaining of financial records and accounts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintains account ledgers, collecting, preparing and processing deposits and purchase orders. Follows Education Code and IRS regulations as they relates to ASB Accounting. Prepares receipts for proceeds, including daily deposits and posting to ledgers. Receives and analyzes computer-based data and reports. Verifies invoices, prepares disbursement orders and obtains the proper approvals. Maintains financial files and reports. Writes checks from established cash accounts, records balances and expenditures and makes deposits. Prepares monthly trials balance of all accounts. Maintain calendars. Set-up and maintain files, type assemble and distribute correspondence and reports. May assist in other routine clerical functions. May supervise the work of student assistants and volunteers. Answer questions from staff, students, parents and the public. Performs other work as assigned.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Student Activities Finance Clerk (Continued)

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures and equipment. Knowledge of record-keeping and financial record-keeping practices. Knowledge of financial record-keeping terminology. Knowledge of basic English usage, spelling, grammar and punctuation. Knowledge of basic mathematics principles. Ability to maintain and balance basic financial records. Ability to learn, interpret and apply rules, regulations and policies. Ability to perform accounting clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to type at a speed necessary for performance of assigned duties. Ability to understand and carry out oral and written directions. Ability to perform calculations quickly and accurately. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of accounting clerical experience

Training:

Equivalent to the completion of the twelfth grade

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD APPROVED:

August 27, 2002