

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior High Financial Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	035 OTBS
REVISED:	August 20, 2001		

BASIC FUNCTION:

Perform budget and financial-clerical activities in a senior high school including San Diego School of Creative and Performing Arts. (See current classification and assignment formula.)

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Organize and maintain a variety of accounting and financial records including a complete set of student body books through trial balance and monthly financial statements; prepare various other accounting reports. **E**

Assist in the development of, maintain, and monitor the school's instructional supply budget. **E**

Prepare and distribute student body and principal's revolving cash fund checks. **E**

Sell and/or direct the sale of items related to school activities including tickets to performances and dances, yearbooks, PE clothes, locks and school supplies; serve as business advisor to the principal and student organizations; explain financial regulations and policies. **E**

Prepare funds for banking and special events and reconcile monthly bank statements. **E**

Process purchase orders and invoices. **E**

Prepare reports on insurance, taxes, budgets, transportation, and student activities. **E**

Operate computers, office machines, and cash register. **E**

Contact teachers, pupils, parents, and business representatives. **E**

Train and direct the work of clerical or pupil assistants. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal bookkeeping or accounting training, and four years of recent, full-time equivalent, paid bookkeeping or fiscal-clerical experience. Four school years (40 full-time equivalent months) is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods, and the use of standard office machines and equipment.
Application of accounting-clerical principles and procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Interpret standard accounting and financial statements.
Perform computational tasks with accuracy and speed.
Operate standard office equipment including microcomputers and related software applications.
Keyboard accurately at a rate acceptable to the selecting administrator.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work, and meet schedules and time lines.
Maintain records.
Apply and explain rules, regulations, policies, and procedures.
Train and direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.29.04—PeopleSoft

Job Code 6041

PF