

## **Oak Park Unified School District**

Class Title: Student Services Assistant III Bookkeeper

Definition:

***This is a ten (10.5) month, eight (8) hour per day position.***

***Salary range: CC 14***

Under direction of Principal, receive, account for, disburse and maintain records of student body funds at high school according to legal guidelines and established procedures; order, receive, store and issue supplies and equipment for Student Store as required; disburse and collect textbooks, maintain inventory, collect testing fees, transportation fees, donations and other monies that abate to district; provide general clerical support as needed.

### **EXAMPLE OF DUTIES**

Perform technical work involving the receipt, accounting and maintenance of Associated Student Body funds; prepare cash receipts and disbursements; cut checks, balance cash control ledgers and journals, collect monies and prepare and transport to bank, reconcile monthly bank statements and balance account books; collect and abate participation fees from athletes and monies for fundraisers; assist students, teachers and staff in planning activities and events such as field trips, fundraisers and dances; maintain ASB budget and prepare weekly, monthly and annual financial reports on ASB activities; order and maintain inventory of student store; supervise student workers and parent volunteers; maintain textbook inventory; disburse and collect textbooks as needed by teachers; file and store records for review by auditor; provide general clerical support as needed; operate office equipment including computer, calculator, copy machine, perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

Knowledge of: Accounting and auditing principles, practices, procedures and terminology; financial and statistical record-keeping; high school organization, policy and procedures; applicable legal and District guidelines which affect work; modern office practices, procedures and equipment; interpersonal skills using tact, patience and courtesy.

Ability to: Perform technical and complex financial record-keeping work, which requires the use of independent judgment; read, interpret, apply and explaining legal guidelines affecting work; establish and maintain cooperative and effective working relationships with others; make arithmetic computations rapidly and accurately; receive and account for cash; organize and perform work efficiently to meet established time lines; operate office equipment including computer, typewriter, calculator and copy machine; maintain financial and statistical records and prepare related financial statements and reports; train and provide work direction to others ; type at 45 words per minute net.

Education and Experience: Any combination equivalent to graduation from high school, training in financial record-keeping and three years of responsible secretarial and financial record-keeping experience.

#### WORKING CONDITIONS

High school office environment; subject to frequent interruptions and extensive student contact.