

SILVER VALLEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: *ASSOCIATED STUDENT BODY (ASB)/ACCOUNTING CLERK*

REPORTS TO: Senior Director, Business Services

RANGE: 23

The job of "ASB/Accounting Clerk" is done for the purpose of ensuring the proper handling of Associated Student Body accounts providing financial information/assistance to school personnel responsible for supervising student activities, and assisting with Business Department functions.

ESSENTIAL JOB FUNCTIONS:

- **Advise** the activities director, students, faculty and club advisors of the appropriate ASB accounting practices for the purpose of ensuring accuracy and accountability in the handling of accounts.
- **Deposits** funds within a 24-hour period for the purpose of ensuring the security of such funds.
- **Establish** cash boxes for gate, snack bar and other school fund-raisers for the purpose of providing sufficient funds and appropriate materials to support such activities.
- **Maintains** various files and records for the purpose of providing an audit trail for ASB compliance.
- **Performs** bank reconciliations, daily deposits and cash disbursements, completes monthly/quarterly balance sheets and income statements.
- **Responsible for the day to day management of cash or checks received; ensuring funds are receipted in, securely handled, deposited, and credited to the proper account in a timely manner.**

OTHER JOB FUNCTIONS:

- **Assists** other school personnel for the purpose of providing support and back-up for their job assignments.
- **Assists** with Income Verification Surveys.
- **Assists** with accounting entries.
- **Assists** with grant report monitoring.
- **Sets up payables and receivables at the end of the year and resolves and closes previous year's payables.**

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Experience Required:**
Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**
Skills: to operate standard office equipment, including the use of computers and 10 key adding machine; correct English usage in both written and verbal form, including spelling, grammar and punctuation; basic arithmetic calculations.
Knowledge: of standard ASB accounting requirements; appropriate laws, codes, regulations, proper money handling procedures and basic accounting functions.
Abilities: to work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instructions.
Significant physical abilities include sitting for prolonged periods of time; reaching; handling; communicating; and using near vision/visual depth perception.

Education Required:

High school diploma or equivalent.

Licenses, Certifications and/or Testing Required:

TB test clearance; fingerprint clearance; valid driver's license, evidence of insurability. Must pass testing appropriate to the position.