



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **ASB BOOKKEEPER/SECRETARY**

### **DEFINITION**

Under general direction of a High School Principal, performs technical accounting and clerical work related to ASB and other school-related funds; performs general secretarial work and related work as required.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares, balances, reconciles and manages accounting records and reports.
- Assembles, transfers, tabulates, calculates, verifies and files accounting and financial data.
- Processes documents involved in fiscal transactions.
- Resolves problems and discrepancies with fiscal and clerical matters.
- Collects, receives and receipts money, recording in appropriate accounts.
- Prepares and delivers bank and savings deposits.
- Establishes and maintains student body and school club checking and savings accounts and prepares checks for payment.
- Reconciles receipts and cash flow daily and as required.
- Maintains and controls petty cash/change funds.
- Corresponds as needed both verbally and in written form with students, staff, parents and agencies/departments.
- Works with student advisors and administrators in monitoring and implementing Board Policies and other regulations relating to student body finances and other fiscal matters.
- Prepares cash and ticket boxes for athletic and extracurricular events.
- Communicates effectively with students, staff, parents and agencies/departments as required.
- Performs secretarial work related to non-fiscal areas (example: answers phones, greets visitors to the office, prepares correspondence; files, and operates standard office equipment).

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Basic methods, terminology and practices of bookkeeping and financial record keeping;  
General office practices and the operation of office machines;  
Arithmetic, filing, and records checking;  
Basic computer usage.

#### **Skills:**

Typing: 50 words per minute

#### **Ability to:**

Learn, interpret and apply school policies and procedures;  
Independently perform basic bookkeeping and financial record keeping tasks;  
Prepare and maintain accurate records and reports;

**ASB BOOKKEEPER/SECRETARY**

**Ability to (continued):**

Understand and follow oral and written instructions;  
Plan, organize and coordinate daily work independently;  
Make arithmetical calculations with speed and accuracy;  
Establish and maintain effective working relationships with others;  
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;  
Sit for sustained periods of time;  
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;  
Demonstrate manual dexterity necessary to operate calculator, coin counter, typewriter, and/or computer keyboard at the required speed and accuracy.

**Experience:**

Two years of experience in a position requiring a basic knowledge of accounting, payroll and/or fiscal record keeping procedures and terminology.

**Education:**

Graduation from high school, preferably including or supplemented by courses in financial record keeping.

**Personal Qualities:**

Accurate, responsible, pleasant and friendly demeanor, and the ability to work under pressure with frequent interruptions.

Personnel Services  
July 1998

*Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.*