

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>TITLE:</b> Account Clerk, Associated Student Body (ASB)	<b>CLASSIFICATION:</b> Classified (SEIU)
<b>REPORTS TO:</b> Principal	<b>RANGE:</b> 260
<b>WORK YEAR:</b> 10 Months	<b>CLASS:</b> Administrative Support
<b>BOARD APPROVAL:</b> 1/14/16	
<b>BOARD REVISION:</b>	

**PRIMARY FUNCTION:** Under general supervision, to perform accounting duties with Dixon High School Associated Student Body (ASB) funds; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to successful student body business management and, in turn, promoting the general welfare, morale and educational experience of students.

**SUPERVISION OVER:** Students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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 to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Receives, counts, and safeguards all ASB funds while at the school site until deposited in the ASB bank account in a timely manner (i.e. within a few days of receipt).
- Provides any materials to ASB advisors for approved fund-raising events such as ticket rolls, receipt books and all necessary forms, and for keeping appropriate stock on hand.
- Establishes and implements sound internal controls and general cash control procedures for the distribution of cash boxes and for cash (i.e. tickets, receipt books, etc.) before a fund-raiser begins and after it is over.
- Utilizes a computerized accounting system to account for all ASB activities, produce accurate reports, and back-up data on a secondary storage device daily to weekly.
- Maintains accurate financial records of all ASB financial transactions and an audit trail, including original detailed receipts, in accordance with established policies and procedures.
- Updates the high school website with ASB information, announcements, and upcoming events.
- Receives, processes, and deposits all payments for PSAT and AP exams.
- Maintains structured, systematic chart of accounts that conforms to generally accepted accounting principles including assets, liabilities, equity or fund balances, revenue, and expenses.
- Assures that all goods paid for are received and that all expenditures are approved in advance and paid only with appropriate documentation (i.e. original invoice, purchase order, requisition report, etc.).
- Ensures that two authorized individuals sign checks to approve the disbursement of ASB funds and provides all documents for the signers' review.
- Completes the monthly bank reconciliation by comparing financial institution account balances to student organization records.
- Prepares and presents periodic and year-end financial reports for all accounts as required and as requested by administration or the Governing Board.
- Communicates with the Principal, Student Council, ASB Advisors, and District Business Office regarding financial reports as required and appropriate.

- Closes the books at the end of each fiscal year (i.e. collects and deposits un-deposited funds, pays outstanding invoices, addresses outstanding purchase orders, assists with financial inventory of student store, verifies and balances all class and club accounts, prepares and distributes financial statements, etc.).
- Maintains and updates accounts as necessary before and after the student school year.
- Abides by all education codes, laws, and District policies and procedures related to ASB funds.
- Implements business policies, procedures, and internal controls related to ASB such as those for accounting, purchasing, budget, and payroll.
- Follows audit directions, prepares accurate financial records for the external auditor, reviews all audit findings, and participates in steps needed to ensure that they do not recur.
- Reports any suspected fraud or abuse to the principal.
- May assist the Principal, School Office Coordinator, and administrative personnel in the performance of their functions and responsibilities.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Supplemental courses in bookkeeping and accounting preferred.
- One year of experience as a bookkeeper, account clerk, accountant or equivalent OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

#### **KNOWLEDGE OF\*:**

- Methods and practices of financial record-keeping, including bookkeeping procedures.
- Computerized accounting systems software and spreadsheet applications.
- Education codes, laws, and District policies and procedures related to ASB funds.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.

#### **ABILITY TO\*:**

- Understand and enforce sound accounting practices.
- Perform financial record-keeping and bookkeeping work.
- Perform mathematical calculations with accuracy.
- Operate a computer, typewriter, and standard office equipment.
- Demonstrate proficiency in keyboarding and typing.
- Operate computerized accounting systems software and spreadsheet applications.
- Compile and maintain accurate records and reports.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.

- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and work as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.+

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments.