



**CLASS TITLE: ASB ACCOUNTING ASSISTANT
UNIT 1**

BASIC FUNCTION:

Under the direction of the Assistant Principal, perform a variety of clerical accounting duties in support of assigned Associated Student Body (ASB) accounts including student clubs and activities; receive, review and process ASB purchase orders and invoices as assigned; prepare and maintain related financial records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical accounting duties in support of assigned ASB and student club accounts; review accounts for accuracy and make appropriate adjustments.

Receive, review and process ASB purchase orders and invoices as assigned; prepare invoices payment; verify invoices and match with purchase orders, checks and receipts; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

Compile information and prepare and maintain various auditable records and reports related to purchase orders, income, expenditures for assigned accounts; establish and maintain filing systems; prepare and reconcile statements, ledgers, balance sheets, profit and loss statements, and other financial documents as assigned.

Process accounts receivable for ASB funds; collect and receipt monies related to assigned accounts and programs; count and record monies into proper accounts; prepare bank deposits; prepare and assure accuracy of receipts.

Receive, review and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets and generate a variety of computerized lists and reports; maintain automated financial records.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and assure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.

Participate in the operations of the student store; order workbooks, planners and other items for the store as necessary.

Operate a variety of office equipment including a calculator, copier, money counter, adding machine, computer and assigned software.

Communicate with administrators, personnel, vendors and outside agencies to exchange information and resolve issues or concerns related to ASB programs, accounts and activities.

Participate in a variety of high school functions as assigned; serve as Advanced Placement (AP) exams clerk as assigned by the position; register students for AP exams and manage exams according to established procedures.

OTHER DUTIES:

Perform related duties as assigned.



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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work.
Financial and statistical record-keeping techniques.
Preparation, review and control of assigned accounts.
Preparation of financial statements and ASB accounting reports.
Data control procedures and data entry operations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Arithmetic computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned ASB and student club accounts.
Receive, review and process ASB purchase orders and invoices.
Prepare and maintain accurate financial and statistical records and reports.
Assemble, organize and prepare data for records and reports.
Collect monies pertaining to student functions.
Reconcile, balance and audit assigned accounts.
Learn ASB organization, operations, policies and objectives.
Operate standard office equipment including a computer and assigned software.
Verify, balance and adjust assigned accounts.
Compare numbers and detect errors efficiently.
Process and record accounting transactions accurately.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.