

FALLBROOK UNION HIGH SCHOOL DISTRICT
FINANCIAL CLERK
Position Description

Definition: Under general direction, performs a variety of specialized accounting/clerical activities.

Example of Duties Include, but are not limited to:

- Gathers, assembles, tabulates, posts, checks and files financial and statistical data.
- Maintains financial records and processes documents involved in financial transactions.
- May receive and account for funds collected.
- May process purchase orders and invoices.
- May contact parents, vendors and business representatives.
- Makes arithmetical calculations; make and verifies extensions.
- May be responsible for preparing and distributing pay warrants.
- Prepares bank deposits and reconciles periodic statements.
- May assist in the development of, maintains and monitors the site/department budget.
- May explain school financial and accounting procedures and policies and provide financial advice as requested.
- May direct the sale of items related to District activities, including yearbooks, ASB cards, student store items, and tickets to performances, dances and sports activities.
- May train and supervise pupil assistants.
- May provide clerical support such as answering telephones, greeting visitors, typing correspondence, and routing mail.
- Operates standard office machines including computers and cash registers.
- Other related tasks as assigned.

Knowledge and Abilities in the Following Areas:

- Accounting/auditing procedures and financial record keeping principles.
- Computer applications for word processing and operation of accounting/business related programs.
- Preparation of comprehensive accounting reports.
- Independently plan and organize work.
- Maintain effective working relationships and use interpersonal skills with tact, patience and courtesy.
- Analyze situations accurately and take an effective course of action.
- Communicate effectively both verbally and in writing.
- Meet schedules/timelines.

Education & Experience:

Equivalent to graduation from high school. Formal training in accounting and three years of increasingly responsible experience in the preparation and maintenance of financial record keeping. Ability to operate standard office equipment, including computers and related software.

Working Conditions:

Office environment. Lifting, pushing and/or pulling objects normally does not exceed 50 lbs. and is an infrequent aspect of the job. Positions in this class require vision (which may be corrected) to read small print. Requires mobility of arms to reach, and dexterity of hands to grasp and manipulate small objects.

Salary: Range 15 on the Classified Salary Schedule plus fringe benefits package.

Work Year: May be 10, 11, or 12 months per year depending on office assigned.