



**Position:** Office Campus

**Assignment:** Clerk Bookkeeper - MS

**Wage/Hour Status:** Non-exempt

**Reports to:** Campus Principal

**Pay Grade:** AS231/187 days

**Dept./School:** Assigned Campus

**Date Revised:** Spring 2024

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**Primary Purpose:**

Perform general office duties and bookkeeping functions to maintain campus financial records including campus activity fund

**Qualifications:**

**Minimum Education/Certification:**

- High school diploma or GED

**Special Knowledge/Skills/Experience:**

- Knowledge of bookkeeping principles and practices
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to develop or maintain spreadsheets and do word processing
- Proficient skills in keyboarding and file maintenance
- Accounting or Bookkeeping experience

**Major Responsibilities and Duties:**

- Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
- Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash, and preparing and making cash deposits.
- Prepare gate boxes for all athletic events and process direct pay requests for officials.
- Maintain inventory of campus fixed assets, equipment, and supplies.
- Prepare monthly and other periodic campus financial reports.
- Assist with campus budget preparation.
- Maintain physical and computerized files and records
- Perform and support campus office functions as needed.
- Maintain confidentiality.

**Mental Demands/Physical Demands/Environmental Factors:**

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours
- Work with frequent interruptions; maintain emotional control under stress

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name