



Sequoia Union High School District

Job Description

JOB TITLE:	Treasure (School Financial Officer)
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	14.0
WORK - YEAR / HOURS:	111 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision, to perform complex and responsible financial recordkeeping and accounting for student body funds and district program budgets at assigned school; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification. Under general supervision, incumbents perform the full range of duties related to the collection, deposit, disbursement, recording reporting, and balancing of monies associated with student body funds, facility usage fees, and district program accounts. Incumbents must be skilled in managing all fiscal operations at the site including handling multi-million dollar budgets. This class requires working knowledge of the principles of accounting and the ability to perform complex accounting tasks with a high degree of independent judgment.

EXAMPLES OF DUTIES

- Acts as primary resource person and reference source regarding the handling of student body and district funds.
- Assists and trains students, staff and others in proper procedures for handling/processing monies; confers with and acts as information resource to district accounting office regarding policies, requirements and standards for fund accounting; answers questions and resolves problems.
- Is knowledgeable and understands various laws regarding the handling of student body funds.

- Establishes and maintains accounting records for numerous student body accounts and district accounts; posts by hand and/or computerized accounting programs accounts receivable and accounts payable to proper funds and ledgers, balances accounts, and makes adjustments and transfers, in accordance with established procedures and controls.
- Processes, controls and deposit funds for various student organizations, athletic programs, testing fees, library and school fines, school events, sales, and special programs; prepares invoices, collects, counts, receipts, records and deposits monies, issues purchase orders and disburses funds.
- Maintains files, journals, ledgers and worksheets to provide full documentation for fiscal recordkeeping systems.
- Prepares monthly and periodic financial reports and statements; issue 1099 forms for student body payments.
- Facilitates banking relationships; assists in placing short-term deposits of student body funds.
- Sells bus passes: work closely with district departments to insure proper categorization and payment for those students with special circumstances.
- Prepares and inputs data for site budgets/accounts into computerized accounting and purchasing programs; reviews and approves orders for site, generates and distributes reports.
- Tracks and monitors multiple district budgets that fund work performed by staff that is submitted on time sheets.
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.
- Performs other related duties as assigned by site principal.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of accounting and bookkeeping and budgeting.
- Applicable laws, codes, regulations and policies regarding the handling of student body funds.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Establishing and maintaining accurate financial records and preparing forms, records, summaries and reports.
- Reconciling financial data and transactions.
- Making rapid and accurate arithmetic calculations.
- Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.
- Working independently and using sound judgment within the framework of policies,

procedures and guidelines.

- Operating standard office equipment including computers and adding machines with speed and accuracy.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Managing large budgets and all financial affairs at the school site.

A typical way of acquiring the required knowledge, skills and abilities might be:

- Equivalent to graduation from high school and two years of responsible clerical accounting or bookkeeping work.

Employee will be moved from range 14 to range 15 after the following criteria have been met.

- Ten years of successful end-of-year performance evaluations.
- Advanced knowledge of principles, practices and procedures of bookkeeping.
- Ability to perform required tasks accurately and with a high degree of sound, independent judgment.
- Training and experience and/or college units' equivalent to an AA degree in a related field.
- Accepts and performs increasingly complex financial record keeping and accounting responsibilities associated with student body funds.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies, to manipulate both single sheets of paper and large document holders (binders, manuals, etc.), and to manipulate and count paper and coin monies.
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the bay area.