
HIGH SCHOOL BOOKKEEPER

Job Description:

Under the general supervision of the principal, and in cooperation with the Activity Director and School Secretaries, to manage the ASB bookkeeping functions of the high school.

Qualifications:

1. Education: A high school diploma and coursework or experience in bookkeeping and accounting are required. An AA or BA degree in accounting, or equivalent, is desired.
2. Experience: One year of experience as a bookkeeper, account clerk, accountant, or equivalent is required. One year of experience using a computer accounting or bookkeeping program is desired.
3. Knowledge: Basic office practices, basic bookkeeping and accounting practices, basic knowledge of the computer operations, basic knowledge of computer accounting or bookkeeping programs, basic knowledge of office machines, correct business letter writing including grammar, punctuation, spelling, and clarity of communication.
4. Ability: To learn and implement new procedures when needed.
To be pleasant, cooperative, and tactful in working with others.
To handle confidential matters with wisdom and discretion.
To make mathematical calculations quickly and accurately.
To compile and maintain accurate records and reports.
To understand and carry out oral and written directions.
To operate a computer and other office machines.
To understand and enforce good accounting practices.
To type accurately at a minimum rate of 45 wpm.

Typical Duties:

1. Prepare, issue, and collect cash boxes for ASB fundraising activities.
2. Receive and verify student store, gate, fee, and fundraising proceeds and prepare receipts
3. Manage, count, and balance the high school cash drawer.
4. Prepare and make timely bank deposits and maintain a deposit log.
5. Prepare, record, and make timely transfers of funds to the district office as needed.
6. Develop and manage a daily log to record all cash and checks stored temporarily in the high school safe, to ensure that our insurance coverage is not exceeded.
7. Maintain an accurate log of tickets used for Gate Sales.
8. Manage and prepare ASB purchase orders and maintain a purchase order log.
9. Manage the Receiving and Verification of all ASB orders.
10. Manage the ASB accounts payable functions.
11. Maintain current and accurate inventories of ASB equipment.
12. Maintain current and accurate records of ASB bus/van transportation expenses.
13. Reconcile the ASB bank statement each month.
14. Maintain balanced accounts and prepare a monthly ASB account report and payment journal for ASB and Board approval.
15. Manage and maintain current and accurate records of ASB revenue potentials, ASB budgets, ASB minutes, and ASB Constitution/Bylaws.
16. Manage the collection and recording of California and out-of-state sales tax.
17. Assist auditors by having all ASB account information organized and available for review.
18. Enter the annual ASB budget into a computerized accounting program, maintain current and accurate records of ASB income and expenditures, and monitor ASB requisitions for compliance to the budget.

Immediate Supervisor: High School Principal

Assignment: 6 hours per day / 190 days per year

Salary: CFTA Salary Schedule: Range 31