

CORONA NORCO UNIFIED SCHOOL DISTRICT**BOOKKEEPER HIGH SCHOOL****BASIC FUNCTION:**

Under the direction of an administrator, perform accounting and related clerical work in compiling, reviewing, maintaining and reporting financial data related to both ASB accounting and high school site and department accounts.

ESSENTIALS DUTIES:

- Process ASB accounts payable invoices; code, review for accuracy, monitor timelines for applicable discounts, and post to computer producing computerized checks.
- Prepare, review and post to computer ASB journal entry transactions between club accounts transferring income/expense related transactions.
- Process ASB accounts receivable; receive money, write receipt, reconcile cash balances, prepare and make bank deposits, and code and post activity into the computer.
- Assist with providing for proper collection and accountability of monies received; prepare cash and ticket boxes for various school events; prepare deposit and post to accounts.
- Prepare ASB financial reports using applicable software.
- Prepare, log and monitor ASB purchase orders; receive and review paperwork for accuracy and completeness.
- Monitor and track high school departmental club/activity requisitions and purchase orders.
- Assist with monitoring and tracking ASB club/sport/activity budgets; review for accuracy; prepare report to District finance office of discrepancies, requesting corrections/adjustments.
- Operate a calculator, computer, and other office equipment.
- Provide technical assistance to other employees regarding interpretation of laws, regulations, contracts, District policies, Education Codes and accounting procedures.
- Maintain, sell and distribute bus passes, issue temporary bus passes, sell and distribute football and dance tickets and other activities.
- Independently maintain a set of financial records, such as student accounts, club accounts, athletic accounts.
- Receives financial documents, screens for accuracy and adherence to legal and procedural requirements.
- Makes computations of financial data, applying standard formulas and using predetermined guidelines.
- Receives money and maintains record of receipts.
- Accounts for cash collections and maintains disbursement records.
- Prepares and deposits receipts to appropriate accounts.
- Prepares and makes reports of various accounts as required.
- Maintains records for Internal Revenue Service regarding payments in wages for services rendered and paid from specific funds.
- Maintain Vendor records.

- Maintains records for Internal Revenue Service regarding payments in wages for services rendered and paid from specific funds. Compiles report for the District annually
- Reports on and submits sales taxes received.
- Orders, receives and checks merchandise according to District guidelines.
- Processes/requests all activity and extracurricular activity bus requests both in district buses and charter buses.
- Work with Coaches, Club Advisors, and Booster Clubs, to ensure proper procedures are followed with regard to District and site required paperwork, fundraisers, budgets, expenditures, etc.

OTHER DUTIES:

Perform related duties as assigned

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and two (2) year of experience in accounting clerical or supplemented by coursework in accounting and/or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, Successful Passing of Proficiency Exam.

KNOWLEDGE/ABILITIES

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

Fiscal record management systems.

Financial and statistical record-keeping techniques.

District organization, operations, regulations, policies and objectives related to position.

Interpersonal skills using tact, patience and courtesy.

Understand and follow oral and written directions.

Compute mathematical computations rapidly and accurately.

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems.

Bank deposits and statement reconciliation processes.

Maintain accurate financial and statistical records.

Reconcile, balance and audit accounts.

Meet schedules and timelines.

Type and enter data accurately.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Work in a fast-paced, high volume environment with frequent interruptions.

Establish and maintain effective working and cooperative relationships with others.