Definition
Under general supervision, to have primary responsibility for handling financial matters pertaining to student body funds; to perform complex clerical work primarily involving the maintenance of financial or statistical records; and to do related work as required.

Distinguishing Characteristics
Incumbents are expected to work independently on a variety of accounting functions and make decisions on a variety of problems related to the records maintained or the procedures followed.

Example of Duties
- Handle finances for campus student organizations, the athletic program, publication and sale of the school yearbook, and such senior activities as caps and gowns, cards, announcements, and jewelry sales;
- Account for cash collections and maintain adequate student body cash collection records;
- Issue checks in payment of obligations of the student body;
- Organize and maintain procedures for the handling of such activities as paid admission events, sale of publications subscriptions, student body cards, student organization collections, and other collections authorized by the Board of Education;
- Make bank deposits;
- Issue and maintain records of student lockers;
- Maintain records and files on student and staff insurance carriers, claims and collections;
- Assist at the attendance counter as necessary;
- Submit oral and written reports to immediate supervisor and District administrative officials; and
- Answer telephone calls and provide information to the general public, teachers, parents, and school officials.

Desirable Qualifications
Knowledge of:
- Methods and practices of financial record keeping, including bookkeeping procedures; and
- Office methods, practices, and procedures.

Ability to:
- Perform complex clerical accounting work without continuous supervision;
- Prepare financial reports and summaries independently;
- Operate a calculating machine and other standard office equipment;
- Make arithmetical calculations with speed and accuracy;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work; and
- Type at a net corrected speed of 40 words per minute from clear copy containing a large percentage of numerical or tabular data.

Experience
Two years of responsible experience in the maintenance of financial or statistical records.

Education
Equivalent to the completion of the twelfth grade.