



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Book Clerk Treasurer
<b><i>Payroll/Personnel Type:</i></b>	11 Month
<b><i>Reports to:</i></b>	Principal

**Position Summary:**

Perform duties required to provide oversight to the receipt and disbursement of funds.

**Essential Functions:**

- Develop system to stock and distribute classroom supplies, textbooks, teacher reference books and printed forms
- Receive, open, check and route incoming purchase order deliveries
- Enter receipt of merchandise, deposits and disbursements into computer system
- Maintain financial records for multiple activity accounts such as school merchandise and tickets for supporting activities
- Prepare disbursement orders and checks
- Answer phone, determine nature of call and route to appropriate individual
- Submit requests for vendor codes and charter bus transportation
- Collect, receipt, secure and deposit cash money
- Access, input and retrieve information from the computer
- Review and verify invoices/receipts for disbursement of funds
- Reconcile monthly bank statement
- Prepare daily, weekly and monthly financial reports
- Develop a network with other schools to locate and transfer textbooks and/or supplies
- Perform other duties as assigned

**Experience:**

- Minimum of one year job related experience

**Education:**

- High school education or equivalent plus additional specialized training

**Knowledge, Skills, and Abilities:**

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to communicate, orally and in writing, with personnel at all organizational levels
- Ability to effectively work and interact with others
- Ability to be organized and orderly, with good attention to detail
- Must possess strong clerical, numerical and organizational skills

