

Position Title:	Book Clerk Treasurer
Payroll/Personnel Type:	11 Month
Reports to:	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



# **Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Sitting, standing, walking, talking, hearing
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

# Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

# <u>Disclaimer:</u>

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

<u>Review/Approvals:</u>

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.