



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

Position Title:	Book Clerk Treasurer
Payroll/Personnel Type:	11 Month
Job #:	45
Reports to:	Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Eligible

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

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

Experience:

- Minimum of one year job related experience

Education:

- High School Diploma or Equivalent (required)
- At least 60 college credits hours

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- 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 significant degree

Working Conditions and Environment:

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

Disclaimer:

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.

Review/Approvals:

_____	_____	_____	_____
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.



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