

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

1/26/04
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TITLE: BOOKKEEPER I
REPORTS TO: Site Principal or designee
JOB GOAL: Performs varied and responsible clerical accounting duties involving the preparation, maintenance and processing of student body, student activity, and assigned district funds. Employees in this classification receive limited and direct supervision from a site administrator within a framework of standard policies and procedures.

QUALIFICATIONS

Knowledge of

1. Business math, ledger, statistical, and recordkeeping.
2. Computer hardware and software programs utilized by assigned site/department.
3. Correct English usage, spelling, grammar, punctuation, and math.
4. General bookkeeping principles and procedures as related to school Associated Student Body (ASB) accounting.
5. Modern office methods, procedures, and equipment.
6. State laws and District rules and regulations pertaining to school accounting and record keeping requirements and standards.
7. Safety rules and regulations for this position.

Ability to

1. Audit and tabulate, balance, reconcile and extend data, including ASB checking accounts.
2. Communicate effectively in both oral and written forms so as to interact successfully with students, staff and community in the performance of required duties.
3. Establish and maintain a variety of complex recordkeeping systems and prepare a variety of financial and statistical reports related to assigned areas of responsibility.
4. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
5. Perform complex clerical work and make above average mathematical calculations with speed and accuracy.
6. Type accurately at a rate of forty (40) words per minute. Understand and carry out oral and written instructions, policies, and procedures in an independent manner.

BOOKKEEPER I

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including or supplemented by college-level coursework in bookkeeping, budget, and principles of accounting.
2. Six (6) semester units of job-related coursework successfully completed with a grade of 'C' or better, or 'pass' in a pass/fail system desired and two (2) years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance or any combination of training and experience that could likely produce the desired result may be considered.
3. Work history demonstrating reliability and good attendance.

ESSENTIAL FUNCTIONS

1. Collects receipts, records, and deposits monies received at assigned school site including monies for fund raisers, lost books, student body cards, student events, pictures, etc.
2. Establishes and maintains accurate accounting records and ledgers for student body and other accounts; posts accounts receivable and accounts payable to proper funds and ledgers and maintains ledgers and books in auditable condition.
3. Handles and controls finances for student organizations, student activities, fund raising sales, pictures, etc.
4. Issues ASB purchase orders, issues checks in a timely manner, and maintains proper files of student body purchases.
5. Process forms, applications, documents, records, and/or other paperwork in support of assigned office functions.
6. May assist with audit preparations.
7. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
9. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
10. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position
2. Possession and maintenance of a valid state of California driver's license.

TERMS OF EMPLOYMENT: Eleven- or Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The principal or assigned site administrator will give the evaluation.

Approved by:	Board of Education	Date:	September 23, 1993
Amended by:	Board of Education	Date:	January 8, 1998
Amended by:	Board of Education	Date:	October 11, 2001
Amended by:	Board of Education	Date:	January 26, 2004

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**