

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

11/4/99  
Page 1 of 3

**TITLE: RECEIPTS PROCESSOR**

**QUALIFICATIONS**

Knowledge of

1. Basic written and oral English and simple math.
2. Modern office methods, procedures, and equipment.
3. Basic computer software applications.
4. Safety rules and regulations for this position.

Ability to

1. Lift, carry and transport quantities of money.
2. Work efficiently during rush conditions.
3. Count, add, subtract, and tally series of numbers, keep accurate records.
4. Perform mathematical calculations accurately and quickly.
5. Make change quickly and accurately.
6. Learn to operate assigned equipment in a safe and effective manner.
7. Read at a level sufficient to perform assigned duties.
8. Use a calculator and keyboard with efficiency.
9. Use personal computer (PC) and related software programs to include word processors and spreadsheets.
10. Understand and carry out oral and written instructions.
11. Meet the physical requirements necessary to safely and effectively perform the required duties.
12. Be a productive and active team member.
13. Work successfully with diverse groups of people.
14. Present and maintain a pleasant appearance and demeanor.
15. Learn the operations, procedures, policies and requirements of an assigned program or operational unit.
16. Communicate effectively in both oral and written forms.
17. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
18. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of successful experience in a position requiring a basic knowledge of balancing or reconciling monies for deposit.
3. Has working knowledge of basic computer word processing and spreadsheet software.
4. Good work history and attendance.

**REPORTS TO:** Assigned administrator or department supervisor

**JOB GOAL:** To process and prepare district food service money for deposit.

**ESSENTIAL FUNCTIONS**

1. Processes monies from individual money bags collected from district sites.
2. Processes monies for deposit to bank utilizing computerized counting system.
3. Prepares and/or replenishes cash boxes and banks for daily operations.
4. Participates in district in-service training as required.
5. Follows district policies and procedures.
6. Knows and understands the Mission and Core Values of the district.
7. Performs other related duties as required.

**OTHER FUNCTIONS**

1. Maintains inventory of bank supplies on hand.
2. Maintains a record of start-up banks.
3. Requests money drops from bank to replenish start-up banks, as necessary.

**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 in English or other designated language.
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 up to ten (20) pounds frequently, and thirty (50) pounds occasionally.
8. Able to carry up to ten (20) pounds frequently, and thirty (50) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (40) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. 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.
18. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.

**TERMS OF EMPLOYMENT:** Ten- 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 assigned administrator will give the evaluation.

Approved by: Board of Education Date: November 4, 1999

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

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