



PC Approval February 13, 2018
Board Approval February 20, 2018
Revised Job Description

Student Body Activities Assistant

Definition

Under general supervision, to perform a variety of clerical and account clerical recordkeeping duties related to high school student body funds; to assist with student store activities and services; to perform a variety of clerical and secretarial duties for the Student Activities Director; and to do related work as required.

Essential Duties and Responsibilities

- Performs a wide variety of financial recordkeeping operations related to the purchase and sale of student store merchandise and to the sale of student body cards, shop cards, athletic insurance, tickets for dances, plays, musical and athletic events and yearbooks;
- Issues purchase orders and receipts;
- Arranges, posts and balances financial data;
- Sorts and counts money;
- Makes bank deposits, writes checks and reconciles bank account;
- Sells tickets to student events, yearbooks and related items;
- Supports student helpers and clerical personnel;
- Checks grades and exponents on athletes and prepares athlete eligibility lists and records for awards;
- Maintains calendar for scheduled events and arranges for banquets;
- Arranges for printing of programs and other publications related to student body activities;
- Works in collaboration with the ASB Student Activities Advisor to ensure all policies, procedures, and internal controls are enforced per the Financial Crisis and Management Assistance Team ASB Manual, and/or escalate violations immediately;
- Works with students, teachers, and school administrators to make certain proper procedures are followed in collecting, signing for, and disbursing monies in accordance with club minutes;
- Prepares and submits reports;

Required Qualifications

- Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledges and abilities would be two years of increasingly responsible experience in clerical, financial, or statistical recordkeeping work, preferably including substantial public contact.

Knowledge of

- Methods and practices of financial recordkeeping, including basic bookkeeping procedures;
- Modern office methods and procedures, including business correspondence, filing and standard office equipment operation;
- Correct English usage, grammar, spelling, and punctuation.

Ability to

- Perform a wide variety of clerical duties;
- Use independent judgment in maintaining a variety of financial and statistical records related to student body accounting;
- Maintain records, analyze data, and prepare accurate reports;
- Make arithmetical calculations quickly and accurately;
- Assist in the preparation of special reports;
- Update and maintain a variety of financial and statistical records and files;
- Follow oral and written directions;
- Deal tactfully and courteously with the public;
- Establish and maintain cooperative working relationships;
- Read and write at the level required for successful job performance.

This position will be paid on Range 150 (\$3,478 - \$4,227) of the Classified Salary Table.