

STUDENT BODY ACTIVITIES CLERK

DEFINITION

Under general supervision assists with the collection and banking of student body funds, the supervision of the student store activities and services, purchases and maintains appropriate stock levels in the student store, performs general clerical duties; and does related work as required.

EXAMPLES OF DUTIES

Maintains cash register for daily cash flow; purchase merchandise as needed; inventories stock; collects monies for various activities and issues receipts; makes bank deposits and reconciles bank statements, accounts for and receipts money in returned cash boxes; maintains files and lists related to student body accounts and financial activities; communicates with teachers, students, parents and vendors concerning student body activities and, accounts as directed; prepares cash boxes for games, dances, fund-raisers and other special events; sells student store merchandise and tickets for school activities including sporting events; performs clerical duties including answering telephone, filing and operating copiers.

LICENSE REQUIRED

Valid California Driver's license is required.

REQUIRED QUALIFICATIONS

Knowledge of:

Money collection, reconciliation, and banking procedures;
Modern office practices, procedures and equipment;
Telephone techniques and etiquette.

Training and Experience

Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities, listed herein. An example is: One year of responsible retail or business office clerk experience.

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Ability to:

- Accurately account for money and record deposits;
- Prepare and process various documents used in banking transactions;
- Maintain inventories and prepare reports;
- Establish and maintain effective working relationships;
- Deal tactfully and courteously with the students, staff, parents, and the public;
- Operate office equipment;
- Complete work in a timely manner;
- Follow oral and written directions;
- Make arithmetical calculations quickly and accurately;
- Lift up to 25 pounds.