

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Accounts Receivable/Account Clerk

DESCRIPTION OF BASIC RESPONSIBILITIES:

To perform routine accounting functions in the preparation and processing of assigned financial or budgetary records and reports, and in areas including accounts payable, accounts receivable, and purchasing.

SUPERVISOR: Director of Business

TYPICAL DUTIES:

1. Maintains student attendance accounting and related reports.
2. Maintains and balances Student Council accounts.
3. Verifies free and reduced meal applications for food services.
4. Prepares monthly cafeteria claim.
5. Tabulates and reconciles Student Council and daily Cafeteria receipts and prepares deposits.
6. Processes field trip request/documentation/journal vouchers.
7. Processes facility use requests/documentation.
8. types accounts receivable invoices; records receivables and makes deposits to County Office.
9. Verifies requisitions for accuracy/documentation.
10. Reconciles/inputs data for school budgets, performs journal entries to adjust accounts, inputs data for cash balances for District funds as assigned.
11. Collects developer/Mello Roos fees and processes/records receipts.
12. Prepares required Mandated Costs forms for submittal.
13. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- purposes, methods, and practices of financial and accounting record keeping;
- general bookkeeping principles and procedures.

Ability to:

- learn and apply the appropriate rules, regulations and technical procedures used

- for school accounting records;
- understand and carry out directions in an independent and problem solving manner;
- perform mathematical calculations accurately and rapidly;
- type accurately at a rate required for successful job performance, including forms and reports;
- operate office machines and equipment including a personal computer, calculator, and copy machine;
- maintain a variety of record keeping systems;
- prepare a variety of accurate financial and statistical reports and summaries;
- identify and correct errors in mathematical computations and financial documents;
- communicate effectively in both oral and written forms;
- work accurately under pressure;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

Approved by Board of Education: 3-27-95