

**LIBERTY UNION HIGH SCHOOL DISTRICT**  
**FINANCIAL CLERK**

**DEFINITION**

Under supervision, the Financial Clerk is responsible for providing financial and clerical services in order to ensure effective, efficient and accurate financial operations. Comply with the Generally Accepted Accounting Principles policies and procedures. Keep financial records, inventory, vendor tax information, bank reconciliations, and do related work as necessary.

**EXAMPLES OF DUTIES**

Performs accounting financial transactions for the student body which includes and not limited to: accounts payable, receivables, fiscal records and tax documentation; maintains petty cash and financial filing systems; deposits daily revenues in categorized student club accounts; completes journal entries, checking invoices, processing payments, transfers between accounts and reconciles monthly bank statements; processes and prepares all class donations and fees for the library, student textbooks and transportation; pays the District Office for financial bills incurred for duplicating; prepares monthly trial balance of student body accounts; maintains records of accounts payable/accounts receivable funds for student body monies; assists in the sale of tickets and student store materials; maintains ASB card files; provides assistance to students regarding ASB activities; assists with walk through; may supervise student assistants, ASB office and store; performs general clerical tasks in offices of ASB director; coordinates student insurance program; assists with monthly principal's financial report.

**QUALIFICATIONS**

**Knowledge of:**

Basic methods and terminology in financial record keeping;  
Modern office practices and equipment;  
Basic double-entry bookkeeping methods;  
Correct English usage, spelling, grammar and punctuation;  
California State Accounting Manual.

**Ability to:**

Type at a net corrected speed of 40 words per minute;  
Make arithmetical calculations with speed and accuracy;  
Use good English, spell and punctuate correctly;  
Understand and carry out oral and written instructions;  
Utilize various office machines and software;  
Work cooperatively with those contacted in the course of work;  
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

**Experience:**

One year of fiscal record keeping experience.

**Education:**

Equivalent to the completion of the twelfth grade, preferably business training in office procedures and practices, bookkeeping and/or recordkeeping.