

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE/ASB ASSISTANT

BASIC FUNCTION:

Under the direction of a Middle School Principal, perform a variety of responsible clerical duties in assistance of administrators, teachers, staff and other office personnel; type, file and maintain records or reports in support of school operations and activities; greet and assist individuals at the front office counter; perform a variety of responsible accounting clerical duties to prepare and maintain Associated Student Body (ASB) financial records and assure sound fiscal management of student body funds.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical duties in assistance of administrators, teachers, staff and other office personnel; perform a variety of typing, filing, maintaining records or reports and processing information in support of school operations and activities. **E**

Distribute various forms and provide information and assistance to students, parents, the public and staff regarding completion. **E**

Greet and assist teachers, students, parents, guests and the general public at the front office counter area and provide information, directions and a variety of other assistance; answer telephones; take and relay messages; direct inquiries to the appropriate person or office as necessary; make phone calls to request, provide or verify information as directed. **E**

Enter a variety of information into a computer terminal, including attendance and student personal and academic data into the SASI system; assist students and parents in the accurate completion of registration forms and applications; create and update student files in SASI; prepare and file cumulative, health and confidential folders. **E**

Maintain a variety of logs, records and files related to assigned office responsibilities; post student attendance data; compile information and prepare summaries, rosters and reports including attendance and enrollment data. **E**

Prepare and maintain financial ledgers, journals and records for student body activities, clubs and the Associated Student Body; maintain account ledger cards, journal voucher book, receipt book and other related records. **E**

Receive, count and verify monies; prepare deposits and deliver to bank; maintain account breakdown summaries of bank deposits; balance and reconcile accounts and trial balances with bank statements; submit required documentation to Accounting Office. **E**

Monitor and record transactions in assigned accounts such as deposits, transfers and purchase requisitions. **E**

Issue, type and process purchase orders; log and distribute documents for payment; assign account numbers and post to ledger for budget control; communicate with vendors and District personnel to exchange information and resolve discrepancies. **E**

Operate office equipment, including a computer terminal, printer, typewriter, calculator and copier. **E**

Prepare periodic financial statements and reports; assist auditors and prepare year-end financial reports.

Communicate with District accounting personnel, banks, club sponsors, club and student body officers, department heads and administrators regarding student activities and funds.

Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.

Train and provide work direction to student office assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Alpha and numeric filing systems.

Operation of a computer terminal and data entry techniques.

Basic bookkeeping and financial record-keeping principles, practices and terminology.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

Perform responsible accounting clerical duties to maintain the financial records at a middle school facility and assure sound fiscal management of student body funds.

Monitor and maintain related records of expenditures and receipts for assigned accounts.

Learn and apply laws, rules, regulations involved in assigned clerical activities.

Determine appropriate action within clearly defined guidelines.

Operate a computer terminal to enter data, maintain records and generate reports.

Maintain financial records and prepare reports.

Operate a computer terminal and standard office equipment including calculators, adding

machines, typewriter and copier.
Make arithmetic calculations quickly and accurately.
Type at 45 words net per minute from clear copy.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Complete work with many interruptions.
Work independently with little direction.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in bookkeeping or accounting and two years of responsible office experience involving financial or statistical record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:
School office environment.
Constant interruptions.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information in person and on the telephone.
Seeing to prepare and proofread documents.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.