

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Business Office Clerk

CLASS DEFINITION

Under general supervision, perform responsible clerical and accounting tasks; responsible for a functional unit of activity which may include coordinating and organizing the functions and activities of the Bus Pass Office; Business Services clerical support; performs other related work as required.

QUALIFICATIONS

Experience: • Two years of responsible accounting and clerical experience, preferably in a public school setting, including some experience in public relations.

Education: • Graduation from high school or equivalent;
• Course work in general business education, office practice.

Knowledge and Abilities:

- A wide knowledge of financial record keeping procedures and ability to prepare financial or budgetary statements;
- A working knowledge of and ability to operate calculating machines, computers, and two way communications devices;
- Work with the public in stressful situations in a positive manner;
- Understand and carry out oral and written directions; speak and enunciate clearly over the radio and telephone; read street maps;
- Knowledge of operational procedures, policies, rules, regulations and legal provisions specific to the assignment;
- Establish and maintain an effective working relationship with those contacted in the course of work.

Required Licenses and Certificates:

- Pass District Clerical Test
- Pass District Accounting Test

SUPERVISION FROM

Business Manager

SUPERVISION OVER

Employee helpers as assigned

TERMS OF EMPLOYMENT

Work Year: 12 months

Length of Work Day: Eight hours exclusive of a lunch period, as assigned by Supervisor

Salary: Per Job Title on Classified Salary Schedule

JOB DUTIES MAY INCLUDE, BUT NOT LIMITED TO:

1. Mail bus pass information with application to parents.
2. Sell/issue bus passes and tickets.
 - a. Maintain records of numbers and type sold/issued.
 - b. Verify income level/status to determine if applicant is eligible for free or reduced.
 - c. Verify the status of credit cards.
 - d. Invoice and monitor accounts receivable/collections.
 - e. Reconcile income received to passes sold monthly.
 - f. Produce monthly financial statement and forward to Business Manager.
 - g. Prepare and bank daily deposit and send a duplicate deposit ticket to the Business Office.
 - h. Write receipts if requested.
3. Maintain alphabetical files of all applications.
4. Safeguard ticket books, bus passes and money collected.
5. Operate and maintain computer program with student information; name, school, route number, type and number of passes issued, invoicing status, amounts collected.
6. Initiate refund process.
7. Notify parents when students fail to present a pass.
8. Follow up with Principals and/or Site Supervisors to determine when a pass for volunteer activity can be issued.
9. Monitor supply quantities and order when necessary to maintain adequate level.
10. Provide any requested information to parents relative to bus routes, student conduct while riding the bus, sale of passes and tickets, cost of passes and tickets, qualifying procedures for a free or reduced-price, and the refund process.
11. Assist Business Services with clerical duties; such as collect developer fees, insurance office, accounts payable, and purchasing coverage.
- 12. *Assisting with student data collection, input and analysis.***
13. Perform other related duties as assigned.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is sedentary with some walking, standing and lifting of light objects; risk requiring normal everyday safety precautions.

Board Approved: 1/13/98

Revised: 2/8/00

Revised: 5/13/02