



## Classified Job Description

CSEA Revised: March 19, 2015  
NJUHSD Board Revised: April 8, 2015

Position Title:	<b>STUDENT ACTIVITIES ACCOUNT TECHNICIAN</b>
Contract Term:	11 months per year
Salary Range:	23

### GENERAL DEFINITION:

*Performs a variety of clerical and accounting work in maintaining all student activities records for the school site.*

### UNDER SUPERVISION OF:

Principal/Student Activities Director/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Handles all student body budgets, payables, accruals, etc.
2. Counts and verifies all daily deposits from clubs, sports teams, all athletic events or student body activities. Prepare daily deposits and performs daily banking.
3. Issues checks, obtains proper signatures and backup required by the district policy and auditor guidelines. Enters all financial data on systems, runs weekly financial reports to verify all balances.
4. Files and maintains all approved expenditures and receipts; proper issuance of purchase orders.
5. Prepares monthly financial reports for the Athletic Director, Activities Director and any coaches or club advisors who request reports.
6. Prepares all monthly financial reports to balance with the district's reconciliation of the ASB ledgers. Prepare monthly, quarterly, annual reports for submission to county, state and federal agencies.
7. Prepares yearly sales and use tax forms for submission to the State Board of Equalization.
8. Assists in the supervision of campaign, election and appointment of class, legislative and student government officers and representatives.
9. Assists in maintaining the schools' social fundraising and activities' calendar; assists the advisors in the event planning.
10. Deals with vendors and salesmen for student body supplies, equipment and student store merchandise, when the Activities Director is unavailable.
11. Assists the Activities Director to assure that all clubs and organizations abide by state laws, district policies and constitutions.
12. Handles correspondence, calls and messages for the AD; provide athletic and activities information to the community through various means (social media, marquee, website).
13. Coordinates dates and times with school photographer; coordinate with site personnel for setup on picture days. Distribute photos.
14. Coordinates senior trip information; facilitate accounting between seniors and class advisors. Handles all correspondence, coordination and records for class reunions.
15. Provides information and records for class reunions.
16. Prepares treasury reports for all Executive Council meetings for AD.
17. Supervises selling and maintenance of ASB stickers, yearbooks, school rings, cap and gown information and distribution, function photos.
18. Supervises the sale of all tickets for dances, performances, and all athletic events.
19. Assists in over-the-counter sales, inquiries and requests.
20. Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or equivalent and one year full time experience in a school position. Business training preferred.

**CERTIFICATES AND LICENSES:**

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

Knowledge of generally accepted account principals (GAAP), current office practices and filing procedures. Ability to operate common office machines, ability to handle large sums of money accurately and bank all monies daily. Ability to use computer and job-related software.

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the

acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***