

**Central Valley School District  
Job Description #809**

**TITLE           Senior High Bookkeeper**

---

---

**GENERAL SUMMARY**

Serves as manager of the Business Office and performs the necessary functions to assure the smooth and efficient operation of the office. This is an eight hours per day, 10 months per year position.

---

**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Senior High Bookkeeper may perform all or a combination of the following:

1. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; coordinate operation of the ASB business office.
2. Maintain records for fees, fines and other student matters, i.e. ASB cards, annuals, insurance payments, parking permits, uniform fees, etc.
3. Maintain and monitor appropriate forms for student athletic eligibility by working with the activities secretary.
4. Prepare change/ticket boxes for all school activities.
5. Coordinate ticket sales for GSL athletic events. Maintain GSL bookkeeping records.
6. Maintain bookkeeping on ASB accounts, balance budget accounts to the monthly printout from the ESC Business Office and be responsible for all deposits, disbursements and the audit.
7. Operate and program the student computerized cash register.
8. Prepare ASB accounts payable warrants, payments, etc.
9. Sales and reporting records for tickets, shirts, planners, hats, etc.
10. Maintain records for student ID cards.
11. Assist ASB Activity Advisors and student body with appropriate procedures, fundraising activities and record keeping to meet reporting requirements.
12. Assist in developing ASB budget with ASB/Leadership Advisor and Assistant Principal/Activities Coordinator, and students.
13. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
14. Job duties could include treating students with diabetes or catheterization.
15. Perform related duties as required by the Principal/Designee.

---

**REPORTING RELATIONSHIPS**

This position reports to the Principal/Assistant Principal

---

**MENTAL DEMANDS**

Experiences frequent interruptions; cash handling requires constant security awareness and attention to personal safety; required to meet reporting deadlines. There are many times

throughout the school year when work demands require additional effort and stress: i.e. yearbook deadline, athletic clearances, PSAT testing, AP testing, athletic playoffs, district and regional competitions, etc.

---

### **PHYSICAL DEMANDS**

Exposed to visual display terminal for prolonged periods; potentially exposed to ordinary infectious diseases carried by students.

---

### **QUALIFICATIONS**

1. Possesses word processing skills using district standard hardware and software. Ability to type/word process at least 55 wpm.
  2. Prior successful experience as a full service bookkeeper and/or a working knowledge of high school bookkeeping functions and Washington State school accounting regulations.
  3. Familiar with Microsoft Office, spreadsheet accounting and Word.
  4. Working knowledge of office machines, i.e. copier, calculator, computer, laminator, etc.
  5. Excellent filing skills.
  6. Excellent organizational and communication skills.
  7. Ability to work well independently.
  8. Excellent public relations skills.
  9. A first aid card must be obtained within the first 60 days of employment.
  10. Operate 10-key calculator by touch.
  11. Knowledge of cash register operations, reporting and maintenance.
- 

### **UNIT AFFILIATION**

PSE - Secretarial/Clerical

---

### **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

---

### **CLASSIFICATION HISTORY**

Revised 11/87  
Revised 05/95  
Revised 05/03  
Revised 03/09