



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **STUDENT BODY ACTIVITIES ASSISTANT**

### **JOB SUMMARY**

Under general supervision by the Assistant Principal and Director of Student Activities at a comprehensive secondary school to perform specialized duties in the financial accounting and record keeping of student body accounts, assist students and faculty in planning activities and special events; perform essential job duties and responsibilities and to do other related work as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Independently maintain a complete set of financial records for Associated Student Body business, student store operation, and all student body accounts;
- Assist in preparing budget for Associated Student Body;
- Journalize purchases of merchandise, tournaments and events, income expenses, A.S.B. cards, and all sales and cash receipts;
- Write checks for all entries, officials, supervisors and merchandise for purchases;
- Prepare periodic Trust Fund reports to each club including account balances;
- Prepare reports for auditor and assist in audits as requested;
- Maintain ticket inventory and distribution for all athletic and co-curricular activities;
- Gather, assemble, tabulate, proof, extend, verify, balance and post student body related fiscal data;
- Receive, verify, and reconcile invoices with purchase orders and complete accounts payable duties;
- Deposit monies in various bank accounts, write receipts and update pass books for interest accrued;
- Issue and keep records of all sales;
- Prepare and make deposits of all monies collected;
- Supervise and train student office aides;
- Work closely with student class officers, sponsors, club officers, faculty and the administration in the coordination of activities and status of accounts and general student body activities;
- Answer phones for Activities, Athletics, and Consolidated Funding offices;
- Maintain athletic clearance, letters and awards files;
- Assist in sales of yearbooks, prom tickets, graduation night, senior breakfast tickets, and ASB cards;
- Prepare mail collection letters and maintain IOU files;
- Assist PTA with fund raisers;
- Meet with and screen vendors;
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Perform other related work as may be required.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Methods and techniques of general accounting, financial and statistical record keeping, accounting procedures and audit practices;
- Reconciliation of bank statements;
- Operation of a student store, including merchandising, purchasing, sales and inventory procedures;
- Modern office methods and procedures including the preparation of business correspondence and reports, standard office equipment operation, card filing;
- General public relations;
- Correct English usage, spelling, grammar and punctuation;
- Applicable state laws, District policies, procedures and other regulations governing Student Body organizations and affairs.

#### **Ability to:**

- Perform responsible clerical work of more than average difficulty, involving use of independent judgment;
- Independently make reports and keep difficult accounting, financial and statistical records;
- Understand, interpret and explain a variety of policies, rules and regulations to others;
- Provide leadership, train and effectively communicate with students associated with clubs, ASB and in-class leadership activities;
- Follow work & safety procedures and written & verbal instructions;
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing;
- Understand and follow oral and written directions;

**HEMET UNIFIED SCHOOL DISTRICT**

**STUDENT BODY ACTIVITIES ASSISTANT**

(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to: (Continued)**

- Demonstrate good judgment & good problem-solving skills;
- Work autonomously; organize tasks, set priorities & meet deadlines;
- Perform simple & complex repetitive tasks;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, including or supplemented by courses in accounting, bookkeeping and business

**Experience:** Two (2) years of increasingly responsible and varied experience involving accounting financial and statistical records maintenance.

**REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting & file management (continuously); lift/ carry office supplies, up to 10 pounds (occasionally); use seeing, hearing and speaking.

**Working Conditions:** Indoor office setting with individual cubicles; exposure to usual office sounds, office dust & (possible) odor of perfume or room deodorizer.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position  
Range 29

February 2015