

**Warrenton-Hammond School District
Job Description**

Job Title: Student Body Books Advisor – High School
Reports To: Principal

JOB SUMMARY

This position provides Student Body Treasurer knowledge and skills to maintain Student Body books. Insure appropriate procedures are followed and accounts are accurate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists the Student Body Treasurer in maintaining double entry bookkeeping systems and training an Assistant Treasurer (Assistant Treasurer takes over the books in April of each year under close supervision of Student Body Treasurer and Student Body Books Advisor).
 2. Processes all appropriate purchase orders.
 3. Maintains separate expenditures files for each student body club and activity combining: which club or activity to charge the bill.
 4. Responsible to the activity and club advisors for their accurate account and balances.
 5. Checks accuracy of all posting the Student Body Treasurer records each month.
 6. Responsible for cash management.
 7. Assists the Student Body Treasurer in posting student payment of Activity Card and Annual.
 8. Completes monthly financial reports for distribution to principal and Business Manager.
 9. Reconciles journal, general ledger and checking accounts monthly.
 10. Summarizes account activities annually in preparation for the district audit.
 11. Responsible for closing the books in June of each year.
 12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all District personnel.
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SUPERVISORY RESPONSIBILITIES

Supervises the Student Body Treasurer. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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 General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience. Associates degree (A.A.) or equivalent strongly preferred. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school office setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with students, staff and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to

common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **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.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook, Publisher and QuickBooks. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Oregon Driver License.

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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 work environment combines a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
