

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Finance Clerk Campus	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Pay Range:	745
Dept./School:	Senior High / High School	Date Revised:	11/01/18

Primary Purpose:

Responsible for all student activity money, parking, textbooks, football ticket sales, athletic events deposits, cash boxes for various activities, on-campus liaison for Project Prom, Student Activity purchase orders, direct payments and all moneys for bank deposits.

Qualifications:

Education/Certification:

Minimum High school diploma or equivalent

Certifiable by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Ability to use 10 key calculator by touch

Ability to use personal computer and software such as word processing, spreadsheets, and databases

Knowledge of basic accounting procedures and cash controls

Proficient skills in keyboarding and file maintenance

Effective organizational, communication and interpersonal skills

Experience:

Two to three years of cash control experience

Experience with bank deposit process

Major Responsibilities and Duties:

Prepare the collection of all cash/coin/checks, outside of the Food Service operation, that are received on campus for deposit in accordance with district guidelines

Work closely with staff student group sponsors to train them on district cash handling and deposit procedures and be a continual resource to these sponsors and any staff collecting monies on campus

Attend all fundraising and deposit training offered by Financial Services

Stay abreast of all cash handling and deposit procedures and inform staff at least annually regarding these procedures

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Run reports from the district's ERP system to monitor account activity and balances

Run monthly reports for student group sponsors and administrators to review all transaction activity for the month

Check account activity in ERP system to verify posting of all deposit and deposit corrections to the general ledger

Create student fee rosters and support staff student group sponsors in use of Accounts Receivable student fee module within the district's ERP system

Prepare cash boxes for various events and activities

Verify students with outstanding fees

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses computer, calculator, copier, check scanner, coin counter, and telephone

Working Conditions:

Mental Demands:

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; frequent heavy (50 pounds or more) lifting of students

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11-01-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____