



CLASSIFIED EMPLOYMENT OPPORTUNITY

GF 22/23

POSITION

**Student Body Account Clerk
(Open & Promotional)**

LOCATION

Fiscal Services



FINAL FILING DATE

Wednesday, September 28, 2022

SALARY

\$3,700 - \$4,498 per month

New hires to the Alhambra Unified School District will be placed on Step 1 on the current salary schedule.

SCHEDULE

8 hours per day / 12 months

Applications via EdJoin Only. *The District reserves the right to close this position at any time.

DEFINITION

Under the direction of an Assistant Principal, perform accounting and financial record-keeping duties to assure management of student body funds; provide work direction and guidance to students in organizing and accounting for student body activities and special events; operate student store.

REQUIRED CERTIFICATION/ DOCUMENTS

AUSD requires all employees to have the COVID-19 vaccine

MINIMUM QUALIFICATIONS

Knowledge of

- Basic bookkeeping and financial record-keeping terminology, methods, and practices.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of standard business machines.

Ability to

- Perform specialized financial record-keeping duties to assure the sound fiscal management of student body funds.
- Provide work direction and guidance to student assistants.
- Prepare accurate financial reports.
- Make arithmetical calculations with speed and accuracy.
- Detect errors in proofreading and auditing work.
- Operate business equipment and store equipment including a typewriter, computer, copy machine, printer, change counter, money counter, calculator, and telephone quickly and efficiently.
- Use good judgment in the application of policies, rules, and standards to assigned work.
- Function under pressure with frequent interruptions.
- Type/input alpha and numeric data accurately and efficiently from clear and legible copy
- Understand and carry out oral and written directions.
- Work cooperatively with those contacted in the course of work.

License Required	Possession of a valid and appropriate California's Driver's License and proof of financial responsibility as required by California Vehicle Code Section 16020. Incumbents are required to provide their own car. Must meet and maintain a driving record that is acceptable to the District and its insurer. <u>Candidates are required to bring a recent DMV report attached to their employment application.</u>
Desirable Qualifications	Knowledge of associated Student Body accounting. Knowledge and proficient with "Greystep", "Asbworks" accounting/bookkeeping software. Knowledge and proficient with computer technology including IBM and MAC hardware and software. Proficient with Microsoft Word and Excel.
Experience	Two years of experience in financial record-keeping work; or one year experience at or equivalent to the level of Account Clerk with the Alhambra Unified School District.
Education	Equivalent to the completion of twelfth grade.
Health Benefits Information	Health and other benefits packages with a value up to approximately \$21,275: In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package
PHYSICAL DEMANDS	Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee is regularly required to use hands to write and input material and to finger, handle, or feel objects, equipment or controls and to hear and speak. The employee occasionally required to push/pull or lift/carry up to 35 pounds maximum; bend, climb, crouch, balance, reach overhead and work in cramped or awkward positions. The employee frequently is required to use repetitive movement of hands and to sit or stand for long periods of time.
WORKING ENVIRONMENT	Indoor environment subject to bending, climbing, crouching, balancing, pushing/pulling, and reaching overhead. Environmental factors such as solvents, detergents, and machinery with moving parts, and noise from equipment are part of working conditions of this position. Employee will be required to drive as part of the job.
Accommodations	Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.
SELECTION PROCEDURES	
Transfer Request	As per Article XVII of the CSEA contract with Alhambra Unified School District District classified employees who wish to transfer must submit the Transfer Request Form to the Human Resources Division by the closing date of this notice. The following criteria shall be considered in selecting an employee for voluntary transfer: <ul style="list-style-type: none"> • The transfer is in the same classification and employee has passed the probationary period. • Seniority (the District shall interview at least three eligible unit members first with greatest seniority prior to interviewing other candidates). • The employee meets or exceeds the minimum qualifications of the position. • Possesses desirable qualifications. • Attained satisfactory or above performance evaluations.
Open & Promotional	Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process.
Examinations	The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and an interview to evaluate abilities, experience and personal qualifications.
APPLICATION PROCEDURES	Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications for the position. Classified Employment applications may be obtained at the Human Resources Office or on-line at www.ausd.us . All applications must be received no later than 4:30 p.m. on the final filing date. <u>Postdated applications are not acceptable.</u> Submit application to <u>along with a recent DMV report</u> to: www.edjoin.org