

## **Killeen Independent School District Job Description**

**Job Title:** Activity Funds Clerk  
**Reports To:** School Principal  
**FLSA Status:** Non-exempt

### **SUMMARY:**

Receives cash and checks from students, employees, parents and student organizations by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Receives and verifies students, faculty, clubs, and organizations monies for fundraisers, field trips, dues, entry fees, tests, registrations, etc.

Receipts monies received through the VAX cashier program.

Maintains proper records of accounts and prepares reports of transactions on each account.

Keeps receipts filed, in order, for audit reports.

Records daily breakdown of accounts and communicates with financial secretary on accounts and collections.

Balances cash/checks and prepares daily deposit. Gives sponsors in charge of various accounts copies of the deposits receipts.

Ensures monies are secure and locked in the vault each day.

Counts and sells sporting and special events tickets.

Prepares end-of-year storage of receipts.

Answers telephones and callers' questions, or directs callers to appropriate individual or department.

Acts as the POC for money pick-up.

Prepares various reports for club sponsors.

Inputs or voids receipts, and reprints summary reports and closeout reports for balancing cash and checks.

Performs other such tasks that may be assigned by the school principal.

### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one to visitors and other employees of the school district.

**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, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 frequently required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and 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 noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 or less errors. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 or less errors.

**Revised Date: April 6, 2017**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

