

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST BOOKSTORE

Purpose Statement:

The job of SPECIALIST BOOKSTORE is done for the purpose/s of providing an array of fiscal services for the student body and school site employees who provide instructional and support services for students; conveying and updating fiscal information; and ensuring that fiscal practices are followed and disbursement of funds are within proper and legal guidelines.

This job reports to PRINCIPAL

Essential Functions

- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains asset inventory including ordering physical counts (e.g. updating book inventory in book store program, collecting books end of the year, issuing caps and gowns, summer school books, etc.) for the purpose of providing supporting documentation as required by district, state and federal requirements.
- Monitors account balances and related financial activity for the purpose of ensuring that the allocations are accurate, collecting related revenues, recording expenses allocations, and ensuring fiscal practices are followed.
- Prepares cash deposits from school activities for the purpose of making bank deposits.
- Processes a variety of fiscal information (e.g. utilizing database for purchase orders of student and auxiliary activities, issuing past due letters to parents regarding student debts) for the purpose of maintaining accurate information and/or requesting action in compliance with accounting requirements.
- Produces reports (e.g. cash receipts) for the purpose of complying with district, state and federal guidelines .
- Receives funds from student activities/events (e.g. ticket sales, yearbook purchases, class fees, clubs, fund raisers, cap and gown monies, summer registration funds, etc.) for the purpose of accountability and ensuring the accuracy and timely completion of transactions.
- Reconciles account balances on a daily, monthly and annual basis (e.g. petty cash, student receipts, coaches per diem checks, senior check-out, caps and gown monies) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, student receipts, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures.
- Responds to inquires (e.g. questions from students/parents regarding account balances/debts) for the purpose of providing information and/or direction.

Other Functions

- Assists other personnel (e.g. change out video camera, check-out book materials to teachers, make change for students, issue student identification cards, package delivery, input student locker information, assist with registration, set-up cash boxes for sports events, etc.) for the purpose of supporting them in the completion of their work activities .
- Directs summer helpers (e.g. clean-up, bar code and scan new and old books) for the purpose of guiding and monitoring their activities.
- Implements bar-coding processes (e.g. input publisher name, pricing, attach barcode label, scan into book store program) for the purpose of maintaining accurate records and complying with district policies and other regulatory requirements.
- Informs personnel and/or vendors regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions and record keeping.

- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Transports money for the purpose of having the proper funds available at school sites to make change.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
performing accounting procedures.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accouts receivable/payable
bilingual (english/spanish) helpful

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include:
adapting to changing work priorities
communicating with diverse groups
maintaining confidentiality
working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 7