

Rialto Unified School District

STUDENT BODY FINANCE CLERK

DEFINITION

Under general supervision, performs specialized accounting, budget control and clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

f performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally-related information and data

f

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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out the essential job functions.

- f* will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects
- f* will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- f* must possess the ability to hear and perceive the nature of sound
- f* must possess visual acuity and depth perception
- f* must be capable of providing written and oral information, both in person and over the telephone
- f* must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience : Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a le3ong one;0.0 k96 90 -24(anagem)-24(ent)-1(aw(g)-121CID 35 .