

ORANGE UNIFIED SCHOOL DISTRICT

CHILD CARE BOOKKEEPER

DEFINITION

Under general supervision – performs responsible, varied, and specialized accounts receivable, student attendance, and related financial and statistical records work; regularly operates calculators and similar equipment; compiles, prepares and checks statistical and account reports; and performs related duties as required or assigned.

REPRESENTATIVE DUTIES

In accounts receivable: receives checks, money orders, and cash for child care service and matches with billings; makes deposits into the appropriate accounts; follows up on delinquent accounts; compiles information for State reports.

ORGANIZATION RESPONSIBILITIES

This position reports directly to the Child Care Supervisor and is expected to learn new systems, procedures, and equipment; be trained to back stop other desks and to maintain close communications and cooperative working relationships with child care sites, District offices, and other operating or office personnel.

TRAINING AND EXPERIENCE- Equivalent to

Graduation from high school, including or supplemented by courses in typing, bookkeeping, and office procedures; and

Three years of increasingly responsible experience in office clerical work involving account, financial, or statistical maintenance.

Equivalencies: one year of post-graduate training in bookkeeping or accounting, may substitute for one year of the required experience, to a maximum of two years. Two years of California school district experience in payroll or accounts payable/receivable may substitute for the three years of required general experience.

Knowledge and Abilities

Good knowledge of: basic mathematical, ledger, statistical, and record-keeping procedures; filing and office clerical activities; English, grammar, spelling, vocabulary, and bookkeeping terms; account records and procedures; basic bookkeeping and financial and statistical record-keeping procedures; operation of IBM computer, calculators and similar office equipment; safe working methods and procedures.

Familiarity with: childcare/school district organization

Ability to: make arithmetic calculations, do filing, and post and check statistical records rapidly and accurately; comprehend and follow general and technical written and oral instructions, policies and procedures; work and communicate effectively with District, child care sites, office staff, and the public.

Skills:

Typing: 40 wpm

Calculator and adding machine: Standard arithmetic functions rapidly.