



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: CLERK OF THE STUDENT ACTIVITIES/ATHLETIC FUNDS**

### **QUALIFICATIONS:**

1. Has experience in bookkeeping especially in the area of disbursements and reconciliation.
2. Possesses skill in using computer-based spreadsheets.
3. Is a full-time employee in the Holmdel Township Public Schools.
4. Possesses strong skills in human relations, problem solving, decision making, organization and communications.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To assist in the administration of the financial affairs of the Student Activities/Athletic Funds so as to provide the maximum services with the financial resources available and to ensure timely, accurate records of financial transactions.

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintains a complete and systematic set of records of all financial transactions of the Student Activities Fund for Holmdel High School and the Athletic Fund for school district accounts.
2. Records detailed financial transactions for appropriate activities and athletic funds from sources such as gate receipts, checks, etc.
3. Reconciles canceled checks with bank statements and verifies bank balances with statements.
4. Prepares checks for disbursement in accordance with requests.

5. Prepares monthly financial statement of the Student Activity Fund and the Athletic Fund.
6. Maintains separate ledgers for monies paid to contracted sport officials in order to issue (1099) income tax forms.
7. Cooperates with other members of the staff and public as needed to carry out the responsibilities of this position.
8. Participates in staff development opportunities as appropriate to enhance job-related skills and knowledge in accordance with district guidelines and budget allocations.
9. Performs such other tasks and assumes such other responsibilities as may be assigned by the principal.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board Meeting

**DATE:** March 22, 1995