

**REGULATION  
JOB DESCRIPTION--ACTIVITY FUND CLERK**

**Qualifications:** Knowledge of basic bookkeeping procedures

**Reports to:** Superintendent

**Job Goal:** To provide an accurate accounting of the activity fund

**Performance Responsibility:**

1. Provides a centralized system of accounting and a uniform method of handling student activity funds
2. Receives for deposit all funds from activity treasurers or sponsors and retains original deposit forms
3. Issues prenumbered receipts to activity treasurers or sponsors
4. Records entries in cash receipts journal and appropriate ledgers
5. Reconciles cash daily. Prepares bank deposit forms and makes deposit
6. Balances cash receipts journal and ledgers at the end of each month
7. Reports to the board all financial activity of the fund and sub-funds each month.
8. Writes checks on an as needed basis for each organization

**Terms of Employment:** Days and salary to be established by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed;** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee