

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: BOOKKEEPER II / CHILD DEVELOPMENT

RANGE: 19

A. PRIMARY FUNCTION

Under general supervision of the CCDC Site Director and Director of Child Development, to maintain and report Child Development Program accounting records and to do related work as assigned.

B. ESSENTIAL FUNCTIONS / EXAMPLES OF DUTIES

Duties may include, but are not limited, to the following:

1. Independently perform a variety of bookkeeping and clerical duties for the various child development programs.
2. Maintain student, family, and financial records for all school-age child care and preschool programs at all sites.
3. Post and reconcile monthly schedules, tuition, and payments.
4. Deposit payments received. Collect on outstanding balances. Send appropriate notices and deal with credit bureau.
5. Responsible for eligibility intake for subsidized families (in conjunction with site directors): interview family, collect and record documentation, approve/deny application, follow up on family changes, maintain annual recertification compliance with F and C, etc.
6. Review records and make necessary corrections to prepare for state and internal audits. Assist auditors as needed.
7. Audit monthly attendance to insure compliance with state regulations. Prepare state attendance and financial reports.
8. Receive incoming phone calls and provide information regarding the child development programs, policies and fees, to arrange appointments for office members and to respond tactfully and appropriately to calls and incoming visitors.
9. Evaluate fees and tuition; prepare reports and make recommendations to the Child Development Coordinator regarding rate and policy changes.
10. Serve as district contact and Technical Coordinator for Child Development Programs.
11. Adhere to requirements for confidentiality regarding student and family records; discreetly handle information pertaining to staff, parents, and students that could be considered to be of a sensitive nature.

C. QUALIFICATIONS

1. Knowledge of:

- a) Correct English usage, grammar, spelling, punctuation and vocabulary, and basic arithmetic functions.
- b) Knowledge of modern office practices, procedures, policies and record-keeping techniques.
- c) Knowledge of office equipment including computers and effective use of computer applications.

2. Ability to:

- a) Perform clerical work of average difficulty without close supervision.
- b) Communicate effectively and correctly in both oral and written form. Meet the public tactfully and courteously; greet visitors to the office.
- c) Understand and carry out oral and written directions in an independent manner.
- d) Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- e) Keep up to date on District policies, regulations, and technical procedures for employment records.
- f) Word process accurately at a rate adequate for successful job performance, including forms and reports.
- g) Work confidentially with discretion.
- h) Establish and maintain friendly, cooperative and effective relationships with those contacted in the performance of required duties.
- i) Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.

D. PHYSICAL REQUIREMENTS

Incorporated with one or more of the essential functions of this position are the following essential physical requirements:

- 1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- 2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
- 3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- 4. Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- 5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time; bending, crouching, or kneeling to access information from ground level to 4.5 feet above the ground; pushing/pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

Brd. Approval: 6/25/07