

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ACCOUNT TECHNICIAN III(BOOKSTORE)/BOOKSTORE/TRAVEL COORDINATOR
CALENDAR:
SALARY: [GRADE 13](#)

Job Goal

Plan, direct and perform clerical duties related to the operation of a High School Bookstore, adhering to school policies and procedures. Perform accounting/clerical services in compliance with federal, state, county and District accounting regulations.

Minimum Qualifications:

- High School Diploma or equivalent with additional courses in appropriate business subjects
- Two or more years experience handling financial transactions preferred
- Ability to be bonded
- Fundamental knowledge of accounting practices and procedures
- Ability to work with standard software products and operate standard business machines
- Satisfactory criminal background check

Core Job Functions

- Assist in the preparation, checking and reconciling of batches in accordance with established procedures
- Maintain a variety of files, accounts, data and records
- Process and coordinate travel plans and reservations for airfare, hotels, rental cars, etc. for District travelers
- Assist in receiving, identifying, issuing, collecting and taking inventory of all textbooks and supplies
- Assist in student registration and other yearly activities at various bookstores as needed
- Perform Bookstore Manager functions in the absence of site Bookstore Manager
- Assist in the set up of new accounts
- Handle verbal and written correspondence and dissemination of information
- Receive, count, process and account for monies from various funds
- Train staff and monitor transactions for compliance with the Uniform System of Financial Record and District policies and procedures
- Prepare a variety of reports and documents utilizing Microsoft Excel, Word, and Power Point
- Perform a variety of clerical duties, including filing and duplicating
- Be flexible and performing other duties relating to general job function as assigned by supervisors
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Maintain the confidentiality of protected student and staff member information even after no longer employed

- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.