

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** BOOKSTORE REVENUE ACCOUNT TECHNICIAN  
**CALENDAR:** BOOKSTORE REVENUE ACCOUNT TECHNICIAN  
**SALARY:** GRADE 12

**Job Goal** Perform clerical and recordkeeping services to assure accurate revenue records and financial information for the district.

**Minimum Qualifications:**

- High School Diploma or equivalent with appropriate courses in business subjects
- Two or more years experience in handling financial transactions
- General knowledge of bookkeeping required
- Ability to type at an accurate rate of speed-related field
- Ability to work with standard software products and operate standard business machines
- Satisfactory criminal background check

**Core Job Functions:**

- Issues and maintains cash receipts, journal entries and coordinates account receivable billings for appropriate accounts
- May authorize and issue checks on approved accounts
- Types purchase orders, financial and statistical reports, bulletins, memoranda's and notices
- Maintains records of all the districts revenue
- Extends and processes invoices
- Assists in the preparation of financial information for audit
- Maintains and compiles a variety of reports, records and files
- Performs related work as requested
- Performs all duties in a safe and prudent manner as directed

**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
- 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.