

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

POSITION TITLE Money Counter/Post Office Clerk

ORIGINATION DATE 5/1988

LAST REVISION DATE 9/2000

IMMEDIATE SUPERVISOR Admin Assistant to Director of Business Services

BAND & GRADE A-1

**Job Summary (Basic Purpose of Position)**

To insure the accuracy of the monies collected for various school activities and to insure these same monies are deposited into the correct accounts at the local banks. Also, all incoming mail was distributed to proper schools and offices.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
PERFORM MONEY COUNTER DUTIES				KNOWLEDGE OF:	
1.01 Count and verify currency, coin and checks for various school activities with the receipts.	A-1			1. District buildings and staff.	1.01 The monies and receipts were balanced out daily.
1.02 Write up deposits for all monies coming in to District Office.	A-1			2. Procedures for balancing records.	1.02 All deposits were written daily.
1.03 Prepare deposit for the bank and deliver both the general and revolving deposits to the banks.	A-1			3. District activities.	1.03 All monies were deposited into the proper accounts at the local banks.
1.04 Record daily cafeteria receipts for accountant and balance same.	A-1			4. Postal regulations.	1.04 Cafeteria receipts were balanced and listed properly.
PERFORM POST OFFICE DUTIES				ABILITY TO:	
2.01 Sort and prepare incoming mail from the post office and from within the school district for transfer to various sites throughout the district.	A-1			1. Be diplomatic	2.01 All incoming mail was sorted and distributed with a minimal amount of errors.
2.02 Assist and back up afternoon mail duties when person is absent or necessary to help.	A-1			2. Deal with the public	2.02 When person was absent from duties or needed assistance the mail was still done in a timely and proper manner.
2.03 Keep mail room neat, clean and orderly.	A-1			3. Relate to public and staff	2.03 Mail room was kept neat, clean and orderly.
2.04 Maintain postage stamps and records related to them.	A-1			4. Converse with others diplomatically	2.04 All postage stamps and monies were accounted for and reimbursed when necessary.
				5. Count and record monies accurately and efficiently.	
				6. Know bookkeeping procedures.	
				SKILLS:	
				1. Operate coin machine	
				2. Operate calculator	
				3. Operate motor vehicle	
				4. Operate postage meter	
				5. Read postage scale	

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>OTHER OFFICE DUTIES</p> <p>3.01 Assist Accounting Coordinator with computer input as directed.</p> <p>3.02 File Accounts payable vouchers as directed.</p> <p>3.03 Maintain log of incoming checks.</p> <p>3.04 Assist with other miscellaneous office duties as assigned by Administrative Assistant or Accounting Coordinator.</p>	<p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p>				<p>3.01 Computer input was done with minimal errors as directed.</p> <p>3.02 Accounts Payable vouchers were filed properly to make retrieving easier.</p> <p>3.03 Incoming checks were recorded on proper logs.</p> <p>3.04 All other duties as assigned were completed properly.</p>
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