EMPLOYEE NAME: ____________________

Revised: 7/02; 1/05; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: ASP Account Clerk</th>
<th>JOB CODE: A804</th>
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<tbody>
<tr>
<td>DIVISION: Accountability and Research</td>
<td>SALARY SCHEDULE: ASP Salary Schedule</td>
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<tr>
<td>DEPARTMENT: Alternative Education Programs</td>
<td>WORK DAYS: As needed</td>
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<tr>
<td>REPORTS TO: ASP Director</td>
<td>PAY GRADE: ASP2</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Varies based on primary job</td>
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PRIMARY FUNCTION: Assists the Director with implementation of the financial procedures, interfaces with parents regarding student account balances, updates and maintains student records and attendance on ASP Online.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: Must be certified in CPR and First Aid
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Oral and written communication, typing, figure aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Posts attendance daily to ASP Online.
3. Posts late fee charges to ASP Online.
4. Prepares, distributes, collects and retains daily attendance forms.
5. Enters and updates student records as needed.
6. Ensures accuracy of the ASP Online records including: attendance, late fee charges, account balances, student records.
7. Interfaces with parents/guardians regarding account balances and timely payments including: requesting timely payments, preparing delinquent account notices, sending returned checks to parent/guardian.
8. Prepares correspondence to parents for ASP Director’s signature concerning balances owed.
9. Documents and reports any changes necessary to correct receipt posting errors to the ASP Bookkeeper.
11. Prepares Student Monthly Statement and End of Year Statements as requested.
12. Provides Student Balances Reports and any other requested reports to the Principal and/or the ASP Director.
13. Provides Monthly Activity Report to Principal and ASP Director and ensures that the report is faxed to Financial Services.
14. Reports any improprieties found in handling of ASP Online money or student records to the Principal and ASP Director.
15. Performs other duties as assigned by appropriate administrator.

NOTE: More than one employee may be qualified to complete the duties of the account clerk; however, the Director must monitor all account clerks to ensure that tasks are not duplicated.

Signature of Employee __________________________________________ Date ______________________

Signature of Supervisor _________________________________________ Date ____________________