

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
SILVER VALLEY CHAPTER 374
AND THE
SILVER VALLEY UNIFIED SCHOOL DISTRICT
August 9, 2021

This Memorandum of Understanding (MOU) is entered into by the California School Employees Association and its Chapter 374 (CSEA) and the Silver Valley Unified School District (District).


On August 9, 2021 the District and CSEA met and agreed to the following:

1. In accordance with Article 1 – Recognition, of the collective bargaining agreement the revised/ augmented job classification of Associated Student Body (ASB)/ Accounting Clerk will be included in the classified bargaining unit.
2. Appendix A will be revised to include the revised job classification of Associated Student Body (ASB)/ Accounting Clerk.
3. The revised job classification of Associated Student Body (ASB)/ Accounting Clerk will be paid at Range 23 on the classified bargaining unit salary schedule, the position will work six (6) hours a day and will work 260 workdays including holidays.

This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

 8/11/21
Marc Lacey, Date
Assistant Superintendent,

 8/11/21
Matt Matteson Date
Chapter 374 President


8-11-2021
Dawn Stoecker Date
CSEA Labor Relations Rep.,
Rancho Cucamonga Field Office

SILVER VALLEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: ***ASSOCIATED STUDENT BODY (ASB)/Accounting CLERK***

REPORTS TO: Senior Director, Business Services

RANGE: 23

The job of "ASB/Accounting Clerk" is done for the purpose of ensuring the proper handling of Associated Student Body accounts ~~and for providing financial information/assistance to school personnel responsible for supervising student activities.~~ and assisting with Business Department functions.

ESSENTIAL JOB FUNCTIONS:

- **Advise** the activities director, students, faculty and club advisors of the appropriate ASB accounting practices for the purpose of ensuring accuracy and accountability in the handling of accounts.
- **Deposits** funds within a 24-hour period for the purpose of ensuring the security of such funds.
- **Establish** cash boxes for gate, snack bar and other school fund-raisers for the purpose of providing sufficient funds and appropriate materials to support such activities.
- **Maintains** various files and records for the purpose of providing an audit trail for ASB compliance.
- **Performs** bank reconciliations, completes monthly/quarterly balance sheets and income statements.

OTHER JOB FUNCTIONS:

- **Assists** other school personnel for the purpose of providing support and back-up for their job assignments.
- **Assists with Income Verification Surveys**
- **Assists with accounting entries**
- **Assists with grant report monitoring**

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Experience Required:**

Prior job related experience.

- **Skills, Knowledge and/or Abilities Required:**

Skills: to operate standard office equipment, including the use of computers and 10 key adding machine; correct English usage in both written and verbal form, including spelling, grammar and punctuation; basic arithmetic calculations.

Knowledge: of standard ASB accounting requirements; appropriate laws, codes, regulations, proper money handling procedures and basic accounting functions.

Abilities: to work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instructions.

Significant physical abilities include sitting for prolonged periods of time; reaching; handling; communicating; and using near vision/visual depth perception.

- **Education Required:**

High school diploma or equivalent.

Licenses, Certifications and/or Testing Required:

SILVER VALLEY UNIFIED SCHOOL DISTRICT

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- **Education Required:**

High school diploma or equivalent.

Licenses, Certifications and/or Testing Required:

TB test clearance; fingerprint clearance; valid driver's license, evidence of insurability. Must pass testing appropriate to the position.