

MEMORANDUM OF UNDERSTANDING
BETWEEN
COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT
AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS COTATI-ROHNERT PARK CHAPTER 645

September 5, 2023

Cotati-Rohnert Park Unified School District ("District") and California School Employees Association and its Cotati-Rohnert Park Chapter 645 ("CSEA"), together, "the Parties", enter into this Agreement to establish the new Account Clerk position in the CSEA bargaining unit.

The Parties agree to establish the Account Clerk position in the CSEA bargaining unit with the attached Job Description.

The Parties agree that the Account Clerk will be placed at Range 18 of the CSEA classified salary schedule.

The Parties agree that the position shall be posted in accordance with all articles of the collective bargaining agreement, including Article 4: Salary and Article 13: Transfer.

This Agreement shall become effective upon ratification by the parties and shall not expire.

For the District:

Maite Iturri 2023-09-05

Maite Iturri, Superintendent

Jennifer Hansen 2023-09-05

Jennifer Hansen, HR Director

For CSEA:

John Geck 2023-09-05

John Geck, Chapter President

Jeremy Arnold
Jeremy Arnold, Labor Relations Representative

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

ACCOUNT CLERK

DEFINITION OF POSITION

Under general supervision of the Principal, the Account Clerk will supervise and perform technical accounting work involving the maintenance of financial records for the school site(s); maintain middle school and high school associated student body accounts and student club financial records; collect and accounts for student fees; creates requisitions, processes reimbursements, and orders materials and supplies.

EXAMPLES OF DUTIES

Associated Student Body Bookkeeping Duties:

- Perform double entry bookkeeping in the maintenance of Associated Student Body financial records
- Account for and maintain student body cash collections and disbursement records
- Prepare financial records and process documents involved in financial transactions, including creating invoices, reconciling statements, and bank deposits
- Set up student body accounts at the beginning of the year and reconcile student body accounts at the end of the year
- Review all ASB checks for accrued tax, original receipt, and purchases shipped to the school site
- Prepare student body records for annual audit
- Prepare cash boxes and collect checks for all student activities and athletic events, and keep ticket log
- Process, including sign, all checks

Site-wide bookkeeping duties:

- Prepare purchase orders for materials and supplies
- Receive, store and issue equipment, supplies and materials for the school site. Sign off on all requisitions. Manage all invoices and packing slips.
- Manage all staff reimbursements in Informed K12
- Prepare and clear master overdue lists to collect monies due from students
- Manage all site accounts and budget transfers in Escape
- Liaison with district for all site budgeting and accounting needs

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods and practices of financial record keeping
- Correct English usage, grammar, spelling and punctuation
- Computer operating methods and applicable standard software applications

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- Modern office practices and procedures
- Mathematical skills sufficient to compute budget amounts and monitor budget activity
- Working knowledge of the operating characteristics of common office equipment including personal computers and office productivity software and copiers
- Safe work practices

Ability to:

- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise
- Type accurately at a speed of not less than 45 words per minute
- Perform double entry bookkeeping of above-average difficulty
- Use standard office, spreadsheet, student database, and student body accounting software proficiently
- Compile and maintain accurate records
- Make arithmetic calculations with accuracy
- Operate a 10 key calculator with accuracy
- Learn and apply with consistency and good judgment state and district requirements for student body accounting, student fees, and purchasing
- Plan, organize, and complete work independently and with established deadlines
- Perform difficult and responsible clerical work with speed and accuracy
- Analyze situations and make decisions in procedural matters without immediate supervision

EXPERIENCE/ EDUCATION

- At least two (2) years recent accounting or banking experience, preferably in a school district or at a school site, preferred
- Education equivalent to completion of twelfth grade, preferably supplemented by additional secretarial training.

PHYSICAL ABILITIES

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

WORK ENVIRONMENT

Work is performed in a school office environment

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment

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- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

BOT 9/12/2023

Signature Certificate

Reference number: CU2AV-8MNMW-PFSFV-Q7QCV

Signer

Timestamp

Signature

Jennifer Hansen

Email: jennifer_hansen@crpusd.org

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05 Sep 2023 20:20:25 UTC



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Location: Sonoma, United States

John Geck

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