

Category: 0301  
Exc. Qual. Std. 24  
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Auth. P.L. 95-561

## SCHOOL BANKER

### CATEGORICAL PAY LEVEL:

Pay Level: 01

### DECSRIPTION OF WORK:

The School Banker will be responsible for maintaining the records, deposits and withdrawals of funds. He/she may also train students and school staff in the development and maintenance of financial records and accounts.

A school with a student bank with average assets in excess of \$50,000. and 75 accounts other than individual student accounts may choose to hire a business technician at the 02 level rather than a student banker.

### LEVEL OF RESPONSIBILITY:

The School Banker will be responsible for maintaining the records of deposits and withdrawals from the school bank and for balancing the books and maintaining other financial records related to banking.

The School Banker will help students understand the banking process as much as possible and will monitor the use of student funds to insure proper expenditures.

The Banker will maintain the security of the money and records involved in student banking.

### BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level	01*
Education	**High School or Equivalent
Experience	0

\*Basic pay is established at level 01 increment 08

\*\*High School or GED must have included or been supplemented by one year of bookkeeping or 3 semester hours above the high school level in bookkeeping or accounting.

**SUBSTITUTION OF EXPERIENCE FOR EDUCATION:** Six months full-time bookkeeping experience in the use of a double entry posting system may be substituted for bookkeeping or accounting education credit.

## PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.