



SCHOOL RENTALS ASSISTANT

GENERAL RESPONSIBILITIES

Coordinate and conduct the various daily responsibilities (e.g., processing and pricing the use of school facilities applications) related to the School Board's school rentals program, and serve as the liaison between the School Division and the City of Virginia Beach Parks and Recreation Department for various City functions.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate, approve, calculate pricing and distribute applications for rental and use of schools.
- Set up and maintain rental accounts on a weekly and monthly basis.
- Act as liaison between Virginia Beach Parks and Recreation Department and Virginia Beach City Public Schools.
- Receive applications on schools by Parks and Recreation and coordinate usage.
- Set up individual accounts for approved nonresident tuition students.
- Bill, receive payment and maintain accounts on a monthly basis.
- Receive applications from all schools in the system on groups requesting the use of schools for various reasons.
- Determine category of requesting person/organization.
- Calculate costs, based on rental schedule (areas asked for and time requesting) and notify applicants.
- Collect all payments for school property rental, record in general ledger, record check numbers and store payments in safe.
- Post applications on computer under individual schools.
- File applications under individual school name.
- Receive many phone calls on inquires of school use from general public.
- Set up certain rental accounts on a weekly and monthly basis.
- Receive payments on certain accounts and record to individual accounts; bill other accounts.
- Receive and file applications from Parks and Recreation Department.
- Act as liaison between Parks & Recreation and individual schools.
- Attend quarterly meetings between Parks & Recreation and the School System.
- Receive payments for tuition students, record on general ledger and individual accounts.
- Compose, type, and send correspondence.
- Prepare reports on school usage.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; communication skills for relaying financial information to federal, state and local agencies with tact and diplomacy; ability to apply microcomputer skills to software packages for complex tasks; ability of attention to detail.

EDUCATION AND EXPERIENCE

Associate's Degree in Business Administration (concentrating in Finance, Accounting, or similar field) preferred.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Non-exempt	Description: Rev.7/11
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