



**QUALIFICATIONS:**

- High school diploma or equivalent, and course work in accounting;
- Training in school business procedures;
- Computer entry experience;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to maintain, correct, and organize files;
- Ability to schedule job assignments in a timely manner, with little assistance from supervisor;
- Ability to process correspondence and communications routine in nature;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with staff, and maintain a high level of professionalism;
- Ability to accurately count and process cash;
- Respect confidential information;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

**REPORTS TO:**

- Business Manager.

**JOB GOAL:**

- To assist in maintaining accurate fiscal records. Assist in maintaining and improving all aspects of the District's business procedures.

**PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

**Responsibilities include, but are not limited to, the following:**

- Maintain files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings;
- Prepare requisitions for office, computer and routine supply purchases for District and departments, as needed;
- Reconcile bills and accurately process documents for payment;
- Proficient in District Accounting Program;
- Maintain accurate inventory records;
- Proficient user of Windows-based software like MS Office suite;
- Assume responsibility for establishing and maintaining effective communication and coordination with District personnel and management, including regular contact with other departments to obtain and convey information and/or to correct transactions;
- Keep management informed of area activities, and of any significant problems;
- Attend and participate in meetings, as required;
- Type and produce a variety of documents, reports, and records;
- Assume responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies;
- Crosstrain in accounts receivable and payroll;
- Ensure that the work area is clean, secure, and well-maintained;
- Complete special projects and miscellaneous assignments as required;
- Assist with District audit; and

- Perform other duties, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually, in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

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Date