

**TITLE:** Accounting Clerk/Administrative Assistant

**REPORTS TO:** Superintendent

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt. This position is an hourly position.

**QUALIFICATIONS:**

**I. General**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Ability to perform with speed and accuracy.
4. Understand and carry out oral and written directions.
5. Establish and maintain cooperative and effective working relationships with staff and patrons.
6. Such alternatives to the above as the Superintendent may find acceptable.
7. Must be proficient in English both oral and written.

**II. Education**

1. High School diploma plus additional education and/or training.
2. Demonstrated abilities in supervision, judgement, confidentiality and ability to organize and work with a minimum of supervision.
3. Such alternatives to the above as the Superintendent may find acceptable.

**JOB GOAL:** To assist the superintendent, efficiently handle all phases of accounts payable, and provide support with human resources duties.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Types, calculates, and computes with speed and accuracy.
2. Operates office equipment including calculators and computers for accounting tasks.
3. Answers telephone and in-person inquiries from staff, public, students; forwards messages.
4. Understands, interprets, and follows instructions accurately.
5. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
6. Participates in training required to stay abreast of new accounting, and/or computer developments.
7. Follows all District policies and those contained in the appropriate district handbook.
8. Such other duties as may be assigned by the Superintendent.

9. Efficiently performs accounting responsibilities including, but not necessarily limited to:
  - A. Prepares accounts payable vouchers for payment and quality check purchase orders.
  - B. Reviews vendor statements for open items.
  - C. Processes expense reimbursements.
  - D. Responds to questions from vendors and other District personnel.
  - E. Processes and enters all accounts payable hand checks.
10. Sends notification of Short Term Worker Contract Clauses (AHERA) to vendors.
11. Serves a MAC Coordinator.
12. Assists in Records Management/Archiving.
13. Assist the Superintendent in the preparation and submission of periodic ODE collections.
14. Posts vacant employment positions as directed.
15. Assists new employees in completing new hire documents (includes substitutes, coaches, and volunteers).
16. Processes new employee documents in database (Employee Maintenance).
17. Processes criminal history background checks and distributes reports.
18. Keep record of staff leaves and absences.
19. Assists the Executive Secretary and Business Manager as needed.

### **III. Timeliness**

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Turns in time sheet as required.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the Superintendent in the event of illness.
6. Promptly informs the Superintendent of problems that need attention.

### **Physical Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** The Accounting Clerk/Administrative Assistant will be employed for up to 12 months per year. Wage and benefits as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_