

ALTERNATIVE EDUCATION BUDGET CLERK

DEFINITION

Under the general supervision of the Director of Alternative Education performs a wide variety of clerical and budgetary functions, of above average difficulty, with speed and accuracy; performs responsible accounting and fiscal record management functions that involve manual and computer assisted Excel records and reports; and performs other duties as assigned.

ESSENTIAL DUTIES

- establishes, balances, verifies, adjusts, and maintains accounting and fiscally related records and reports for Adult Education, Regional Occupational Programs (ROP), and Vocational Education
- processes a variety of documents pertaining to financially related transactions, which may include inventory control, data management, storage and retrieval using a micro-computer and associated software
- posts to general and subsidiary ledgers using Excel or other approved district programs
- receives, reviews, and verifies financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines
- assists in the preparation and release of payment from various accounts
- performs a variety of clerical tasks, including keyboarding, data entry, proofreading, filing, ten-key, and record-keeping
- independently composes routine letters and memoranda
- assists the public and office visitors by answering routine inquires regarding Adult Education and ROP; directs visitors to other offices or school locations as appropriate
- assists in Adult Education and ROP attendance reporting and registration
- receives and distributes books, instructional materials or equipment for ROP, Adult Education, and Vocational Education
- prepares requisitions to procure supplies, equipment, and instructional materials
- assists in compiling mandated state reports
- answers the telephone and provides caller with routine information and data regarding the ROP and Adult Education programs and classes
- may assist in the processing of student transcripts and grades
- performs other duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Modern office methods, procedures, and techniques; English usage, spelling, grammar, punctuation and arithmetic concepts; standard office machines, and equipment, including micro-computers; automated record storage, retrieval and management systems including backup of records on CD and U drive; fiscal report preparation and formatting; inventory control processes and procedures.

Ability to: Perform general clerical work of average difficulty with speed and accuracy; make mathematical calculations with speed and accuracy; effectively operate a micro-computer and use appropriate software applications; understand and follow oral and written directions; establish and maintain cooperative working relationships; prepare and review financial reports, records, and related summaries; create financial reports using software programs such as Excel and Access.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that the person in this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but will walk or stand for brief periods
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of increasingly responsible fiscal management and reporting duties involving manual and computer-assisted processes together with general office and clerical functions.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental coursework in accounting practices, computer-assisted data management, basic computer applications, and/or general office practices is desirable.

11/2007