



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk III (Deer Valley Education Foundation)**

Position Type: Classified	Department: Superintendent's
Salary Schedule: Classified	Reports to: Executive Director (DVEF)
Salary Range: Range 20	
Term of Employment: 12 months	Date: June 28, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to and assists in the efficient operation of the Deer Valley Education Foundation office.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Opens and distributes mail.
- Answers and screens telephone calls.
- Posts all accounts receivable in appropriate categories and accounts.
- Prepares and makes bank deposits.
- Manage accounts and perform bookkeeping with QuickBooks accounting software
- Maintains all accounts payable records and pay bills as appropriate.
- Maintains accurate records of all transactions for the Foundation.
- Prepares monthly check register, category detail and category summary reports, balance sheet, and financial report. Have copies made for monthly board meetings.
- Processes and maintains payroll deduction records for the Foundation and all schools by posting monthly contributions on each school's account. Disburses funds from school accounts as requested and records on appropriate balance sheet.
- Maintains and documents the BHHS Legacy Scholarship award for students in high school regarding dual enrollment, CTE classes, and IB and AP testing. Will document and distribute award funding to appropriate institute/organization/individual.

- Assists with annual payroll deduction campaign: designs form for the printer; distributes forms to schools; collect forms and forwards to the payroll department as appropriate; records information and maintains accurate records from the forms; tracks participants each payday with information received from payroll; maintains list of participants by name and school.
- Processes and maintains vendor and one-time donation records.
- Assists with preparation of the annual golf tournament: maintains database of community and district supporters.
- Assists with preparation of all annual fundraising events: updates and sends flyers /letters as directed; prepares and mails the necessary paperwork to reserve the facility for the event; updates and prints all paper forms used for the event, work the event if needed.
- Assists with the Impact Grant program: updates and submits the application to the printer in a timely fashion; distributes applications to all schools; designs, generates and distributes evaluation forms; collects the applications; makes a list of all applications with the applicant's name, school, project title and amount requested; prepares and sends letters to winners and non-winners; types checks for each of the winners; designs and prints certificates to display in each winner's classroom.
- Assists with annual Space Camp program: updates all printed material and distributes to schools with instructions; receives nominee forms, list by name and list by school; types appropriate notification to winners and non-winners; disburses funds as appropriate. Sets up travel to Space Camp.
- Assists in Teacher/Rookie of the Year program: prepares and mails nomination forms to schools with cover memo; collects nomination forms and makes list by name and list by school; sends application forms to teachers when requested; collects applications from teachers; makes list of applicants by name and list by school; after the winners are selected by committee, list by name and list by school; prepares checks to each recipient; prepares certificate to teachers.
- Assists in Nurse of the Year program: prepares and mails nomination forms to schools with cover memo; collects nomination forms and makes list by name and list by school; collects applications from nurses; makes list of applicants by name and list by school; prepares check to each winner; prepares certificate to nurse.
- Updates grant forms as needed and makes them available to requestors.
- Schedules, sets up and attends monthly board meetings; takes minutes and sends to board members.
- Schedules committee meetings held at the district office.
- Pays monthly, quarterly and annual payroll taxes.
- Assists with DVEF's Family Shelter Program: maintains all information, distribution of materials, etc.
- Some off-site responsibilities are required.
- Other varied duties as requested.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Nine to twelve months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.