



JOB DESCRIPTION

JOB TITLE: **Accounting Clerk IV (Community Education)**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Director of Community Education
Salary Range: Range 26	
Term of Employment: 12 months	Date: October 21, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to and assists in the efficient operations of the Community Education Department. Assists Community Education Director with the overall administration of the department and its programs. Executes all aspects of Community Education preschool registration process.

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:

- Assists in the development and implementation of procedures and systems to assure accurate records of all staff, student and financial data, including assisting in budget preparation of various individual programs (Preschool, Before & After, Vendor programs, etc.)
- Computes, prepares and monitors department financial records and budget as directed. Participates in budget development.
- Computes and records charges, refunds, and similar items for preschool programs.
- Builds and maintains Activenet computer software programming for daycare operations on an ongoing basis. Trains staff accordingly in the use of the system.
- Collects and posts monthly preschool tuition payments, collects late and NSF payments.
- Prepares and makes deposits of tuition payments for all preschool programs; distributes deposit reports to appropriate locations.
- Prepares and submits monthly billing to AZ DES (Department of Economic Security) for families receiving benefits.
- Processes p-card statements for department personnel.

- Creates correspondence to staff, parents and district personnel.
- Creates documents using Word, Excel, Power Point, and Publisher.
- Interacts and communicates with all Community Education staff, district personnel and parents.
- Greets visitors, directs them to appropriate staff and provides information and customary courtesy. Meets with parents and students for preschool enrollment.
- Answers office telephones, handles the caller's need and/or directs callers to appropriate staff members and takes messages as needed. Provides detailed information to parents concerning all programs (Preschool, Summer Camp, Before & After Care).
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the department by telephone or in person.
- Provides administrative assistance within the department, as needed.
- Demonstrates ability to be flexible, adaptable, multi-task, and operate in a team environment.
- Opens, separates and distributes mail for the work unit. Coordinates large mailings, including mass distribution of materials and/or fliers to all district students and/or staff.
- Assists in gathering information as needed for the department as requested by the supervisor.
- Responsible for creating and proofreading completed documents.
- Compiles and prepares various forms of correspondence, memos, reports, flyers, parent and employee handbooks, payment books, and website information.
- Communicates and works with parents, students, staff, community, board members and representatives of government agencies providing general information and customary courtesy.
- Prepares, records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Ensures the deposits are properly prepared and deposited at the bank.
- Prepares vouchers, invoices, account statements, reports, and other records.
- Creates and maintains manual and computerized files.
- Orders and maintains supplies as needed.
- Participates in staff meetings, gives and receives information as required.
- Schedules monthly meetings and room reservations as requested (Preschool and Before & After) for lead instructors and aides, maintains reservation list, sign in sheets and prepares materials for meetings.

MARGINAL DUTIES:

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

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Knowledge of AZ DHS (Department of Health Services) and DES policies, procedures and forms.
- Filing and retrieval skills
- Proficient in word processing, database and spread sheet software
- Proficient in or willingness to learn page layout software
- Excellent experience in bookkeeping preferred.
- Excellent interpersonal relations skills required
- Ability to maintain high degree of confidentiality required
- Experience in office records work required
- Excellent Proofreading skills required
- Ability to transcribe from tape
- Must be able to multi-task effectively
- 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.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

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).
- One to three 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.