

## **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 ROP and adult education program 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 this position classification 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.