

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

