

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Office Specialist II Accounting Clerk		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	District Accountant and Director of Business Services
EDUCATION:	High School Diploma or GED Equivalent; Associates Degree in Accounting, Finance, Business or related field preferred	FLSA Status:	Non - Exempt
LENGTH OF WORK YEAR:	Twelve (12) Month Contract – 260 Days per School Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>This position provides general and specialized accounting services, complex secretarial duties, and administrative duties in direct support of the District Accountant and Director of Business Services.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>		

Special Knowledge/Skills:

Understanding and experience with accounting practices, including general ledger, accounts payable, accounts receivable, grants, and special projects.

Understanding and experience with accounting software, preferably with QuickBooks in addition to a complex Management Information System.

Highly proficient skills in keyboarding, word processing, data entry, and file maintenance.

Ability to develop and maintain spreadsheets. Advanced MS Excel knowledge and experience.

Ability to draft correspondence for various types of correspondence and documents.

ESSENTIAL JOB RESPONSIBILITIES

1. Contact person for QuickBooks and other financial records at each individual school. Provides training, answers questions, and processes reimbursements of all QuickBooks accounts. Verifies all requisitions associated with QuickBooks have proper signatures and authorizations.
2. Accounts for federal, state and local grants. Prepares drawdown requests, communicates with grant leads regarding balances, spending limits and timeframes, tracks grants, sets up grant files, and provides grant journal entries to District Accountant.
3. Responsible for transportation trip invoicing and district billing for substitute teachers, district reimbursements, grants etc.
4. Responsible for Positive Pay by uploading files to banks with each check run. Verify and resolve daily discrepancies.
5. Oversees the Credit Card or Purchasing Card Program for the District. Manages the credit limit by authorizing use of credit cards according to Board Policy and Director of Business Services direction.
6. Works with Director of Business Services on special projects. Advises Director regarding funding, project tracking, etc.
7. Maintains Capital Assets (Fixed Assets) records of the District. Add or deletes assets for inventory list. Creates depreciation schedules for annual audit.

8. Keeps seismic projects separate, creates reimbursement requests and maintains a file with copies of accounts payable invoices to ensure accuracy and completeness of the reimbursement request with the Director of Business Services.
9. Filing of Business Services records.
10. Assists with audit work papers and is an active participant in the annual audit.
11. Backs up District Office Specialist – Accounts Payable during absences or excess payment processing.
12. Knowledge of business English and Math, office management/workflow practices, and ability and willingness to work in teams.
13. Demonstration experience and/or education in computer (hardware and software) operations, including: word processing, presentation software, spreadsheet development, and databases.
14. Ability to effectively utilize and operate a robust business management information system.
15. Knowledge of fiscal and budget systems.
16. Minimum 3 years' prior experience with general ledgers.
17. Ability to be bonded.
18. Ability to respect all confidential information.
19. Ability to perform well under pressure (both time and quantity).
20. Ability to multi-task and work on several projects at one time.
21. Ability to work independently.
22. Ability to maintain cooperative relationships and effectively communicate both orally and in writing. Ability to communicate in multiple languages preferred.
23. Perform other tasks as assigned by supervisor.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.			X		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		

51-75 lbs.			X		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.			X		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: 75 lbs. Moving Furniture					
Type of Surface: (i.e. level, carpet, tile): Tile / Carpet / Laminate / Vinyl / Cement					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside 100 % of the time	/ Works Outside 0 % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/Squat			X		
Kneel			X		
Crawl		X			
Walk-Level Surface				X	
Walk-Uneven Surface		X			
Climb Steps				X	
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder			X		
Reach Below Shoulder			X		
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing			X		
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				X			
Standing				X			
Walking			X				
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: _____ Date: _____
Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No **Date of Release:** _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date