

HUNTLEY PROJECT SCHOOLS DISTRICT # 24
JOB DESCRIPTION

SCHOOL BUSINESS OFFICIAL (DISTRICT CLERK)

REPORTS TO: Superintendent and Board of Trustees

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

- Report to Superintendent and Board
 - Attend all Board meetings – taking and maintaining accurate minutes
 - Fiscal reporting - follows fiscal controls and procedures
 - Records Retention - acts as part of a team of custodians of all records and documents of the District
 - Chief Fiscal Officer of the District in conjunction with Superintendent and Board
 - Preparation of board packets with Superintendent
- Budget
 - Build, maintain fiscal responsibilities, reporting at all levels
 - Keeps accurate and detailed accounts of all receipts and disbursements
 - Annual Audit
- Purchasing (Claims)
 - Purchase Orders – maintain fiscal responsibilities, reporting at all levels per budget
 - Receiving, invoicing, and payment process of all authorized invoices, maintains records of paid/unpaid invoices and purchase orders.
- Grants
 - Help build grant requests alongside grant administrators
 - Maintain fiscal responsibilities, per Grant budgets and spending parameters, reporting at all levels
 - Request cash reimbursements and report to grant administrators
- State and Governmental Reporting
 - Infinite Campus
 - Office of Public Instruction
 - DPHHS
 - Annual Form 1099 filing
- School Election
 - Work with County Election Administrator to conduct election
 - Post required election documents

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- One-year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment.
- Communicate effectively with students, public, and staff.
- Compile and maintain accurate and complete records and reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to handle stressful situations.
- Ability to maintain confidentiality.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Standard office equipment including copier, computer, 10-key, office phone system, and fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.