

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Confidential Office

Standard Title: Financial Assistant - Accounts Payable Clerk

Primary Function:

Maintain an effective system for the efficient operation of the District Central Office. Shall perform clerical duties for the Superintendent/Business Manager and maintain accurate records of the General Fund Account.

Supervision Received:

The Central Office Accounts Payable Clerk - is directly responsible to the Superintendent/Business Manager.

Direction Exercised:

All duties, functions and responsibilities assigned to the Central Office fall under the jurisdiction of the assigned administrator(s) and some parts may be carried out through his/her secretary.

Essential Duties:

Office Procedures:

1. Demonstrate respect, fairness, and kindness in all interactions with employees and colleagues.
2. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
3. Follow directions and suggestions provided by the supervisor.
4. Complete tasks efficiently and accurately.
5. Communicate effectively with school personnel.
6. Demonstrate a positive attitude and initiative in meeting office needs: follow proper channels in making suggestions and initiating activities.
7. Treat all information and knowledge about any program, project, or individual in the school setting with strict confidentiality; use discretion in all communication regarding employees and school matters.
8. React promptly and appropriately in emergency situations.
9. Participate in scheduled staff development activities.

10. Demonstrate general reliability in attendance, punctuality, and task performance.
11. Obeying state laws and regulations as they apply to the performance of one's duties.
12. Comply with all policies and procedures established by the District and supervisors.
13. Be responsible for all clerical duties during time periods when no other adult secretaries are on duty.
14. Other duties as assigned by the assigned administrator(s) to achieve the job goals.
15. Assume responsibility for writing, answering and initiating routine correspondence of the assigned administrator(s) and in providing informational copies of such information.
16. Place and receive telephone calls and record messages relative to the assigned administrator's office.
17. Channel telephone calls and visitor requests when the Superintendent's Administrative Assistant is absent or temporarily not available to handle such requests.
18. Be an effective team member of the office staff exercising confidentiality and expert human relation skills.
19. Sort and distribute incoming mail.
20. Process outgoing mail and deliver it to the Post Office.
21. Prepare reports, letters and memoranda for the Superintendent/Business Manager.
22. Operate software for accounts payable.
23. Prepare invoices for payment as authorized by the Superintendent/Business Manager.
24. Prepare and mail checks to suppliers, run appropriate reports to balance each month.
25. Prepare checks for athletic officials and athletic registrations.
26. Assume responsibility for mailing, posting, and filing of Requisitions/Purchase Orders for all General Fund, Athletics, Maintenance, Student Activities, Cafeteria, Capital Reserve and Construction Funds (when needed).
27. Maintain/update a current Vendor list.
28. Attend School Board Meetings when advised by Superintendent/Business Manager.
29. Attend interviews and add input when advised by Superintendent/Business Manager.
30. Gather employee absentees when needed.
31. Other duties as assigned by the assigned administrator(s) to achieve the job goals.

Record Keeping:

1. Develop and maintain effective filing system in accordance with the Right to Know policy.
2. File and maintain an accurate filing system of all accounts payables maintained by the Business Office.

3. Assist the Facilities Coordinator, in maintaining proper budgeting records as required by the Superintendent/Business Manager.
4. Prepare federal programs quarterly reports and FER's.
5. Maintain sales tax exempt status, mail/email tax exempt certificates when needed.
6. Process, verify and maintain W-9 vendors and file end of year reports.
7. Gather and process budget figures as meeting with supervisors and Superintendent/Business Manager occur.
8. Enter all department budget figures in accounting software.
9. Compare invoices and vendor checks verifying amounts and addresses monthly
10. Track Cobra retirees/family members for dental claims.
11. Reconcile and prepare check for weekly dental claims.
12. Prepare annual appraisal inventory report.
13. Check unemployment compensation reports and prepare quarterly checks.
14. Prepare information for state and local auditors.
15. Prepare monthly financial reports for the Board of Education.
16. Prepare annual Charter Schools financial report.
17. Keep record of all contracts and what years they expire.
18. Maintain and keep Student Activities binders for annual audit.
19. Keep in constant contact with all Student Activities Advisors, making sure they are maintaining all paperwork (Requisitions, Purchase Orders, Check Requests and Club Minutes.
20. Work with athletics for bidding supplies, prepare requisitions, purchase orders and all other bidding paperwork. Making sure everyone requesting receive bid paperwork, send proper advertising to our newspapers with time and place of bid opening. When received all bidding paperwork is check to make sure pages are notarized and signed by companies with proper bid number attached. Prepare bid aware letters in a timely manner with purchase order to follow.
21. Maintain/update a current Vendor list. Updating phone numbers, fax numbers and email addresses.
22. Check and keep record of all petty cash funds.
23. Keep records for each Charter/Cyber School.
24. Keep records of all students that are out of district (Special Education).
25. Prepare reports for company auditors for verification.
26. Track all professional educations classes, prepare reimbursement check when all proper paperwork has been gathered.
27. Keep record of all vehicle registrations, gas cards and gas purchases.
28. Maintain the driving insurance list.
29. Maintain all Certificate of Insurance requests to vendors.
30. Work with our Contracted Transportation provider to maintain gascards/purchases.

Professional Growth

1. Attend staff meetings as required.
2. Serve on committees as requested.

Secondary Duties:

1. Keep informed of modern thought and practices through attending conferences, workshops and seminars; membership in professional organizations.
2. Attend and participate in district-sponsored in-service programs.
3. Performs duties with awareness of all LEA requirements and practices.
4. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. High School Diploma required.
2. Associates degree or higher, preferred.
3. Apparent aptitude for effective office organization.
4. Acceptable references.
5. Equivalent office experience in a Business Office.

6. Proficiencies in (a) Typing, (b) Filing, (c) Operation of common office machines including computers.
7. Precise bookkeeping skills.
8. Knowledge of basic office practice and procedures.
9. The ability and willingness to be able to maintain confidentiality of classified information.
10. An ability to communicate effectively with employees and visitors.
11. Evidence of human relation skills

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the confidential employees' agreement.

This information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.