

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform technical work requiring thorough knowledge of departmental policies and procedures; handle unusual or difficult problems referred by administrator and/or department staff. **E**

Assist in the development of office and budget procedures for the child development program; may instruct, assign, and schedule tasks to clerical employees, and review work for accuracy and completeness. **E**

Compose memos, letters, or other materials independently or from rough draft; assist in the preparation of contracts, Board agenda items, and related materials; attend and participate in a variety of required meetings related to budget concerns. **E**

Meet with internal/external auditors, federal reviewers, and funding agency consultants to review records; may operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of financial or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

May hold a valid C follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel / Access80% Overall Score
- General Accounting.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of budgetary and financial record keeping.
- General accounting principles and procedures.
- Basic research methods.
- District policies and procedures related to assigned function.
- Applicable sections of State Education Code and other state and federal laws.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Interpret complex state and federal laws.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Perform computational task with speed and accuracy.
- Operate a computer, related software, and standard office equipment.
- Conduct Internet research.
- Understand and carry out complex oral and written instructions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.