

Cost Clerk
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: Support Associate V

QUALIFICATIONS:

1. Associate degree in computer science, accounting budget management, business, inventory management, or related field or equivalent combination of education and experience.
2. Three years of experience in repair parts inventory management and/or three years experience in accounting and budget management utilizing an automated system.
3. Valid North Carolina driver's license.

REPORTS TO: Director of Transportation

JOB GOAL: To administer and supervise the collection of statistical and expenditure data necessary for maintaining a daily, monthly, and annual record of the operation cost for the county's school transportation system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Maintains daily automated accounting system for all costs such as: gasoline, diesel fuel, grease, antifreeze, repair parts, tires, supplies, and labor served through and by the school bus garage staff.
3. Maintains a daily automated inventory system for all inventories: items ordered, received, stored, and issued.
4. Maintains daily automated statistical record keeping for all state and local board required reports such as mileage records, accident reports, bus driver information, students transported, and service calls.
5. Develops all monthly and annual, state and local board required transportation statistical studies and accounting reports.
6. Enters leave time for each mechanic in BSIP; creates reports for management to determine absentee rates and the impact on the daily work schedule.
7. Examines invoices to assure that they are in accord with deliveries, proper discounts have been given, and invoices are correct before being paid.
8. Communicates and coordinates billing and payment with the local finance officer.

9. Develops extensive monthly and annual reimbursement reports for transportation refund to NC Department of Public Instruction.
10. Maintains detailed expenditure and encumbrance records for daily, monthly, and annual reporting.
11. Maintains general daily school bus office functions, such as: ordering supplies and forms, making application for license and titles for new vehicles, typing memos, and filing.
12. Establishes Bus Driver Salary agreements and verifies time cards prior to sending to finance office.
13. Assists Transportation Director with any specialized reporting request from state and local boards as assigned.
14. Manages communication system.
15. Maintains inventory of and issues fuel cards for all NHCS vehicles.
16. Monitors fuel level and orders as needed.
16. Performs related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of Microsoft Office Professional, AS400, SAP, BSIP, and Transportation Information Systems (TIMS).
- Ability to use all office equipment.
- Ability to understand and follow written guidelines and regulations as well as oral instructions.
- Ability and knowledge to manage a computerized inventory and accounting system.
- Ability and knowledge to develop statistical reports.
- Ability and knowledge to identify and cross-reference repair parts through the use of catalogs, computer, and physical inspection.
- Ability to maintain effective working relationship, and to deal with general public; handle complaints in a professional manner.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability and knowledge to develop extensive transportation budget projections.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.