

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: DO / Business Office Support Clerk

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Experience with computerized financial accounting systems preferred.
3. Secretarial or business training preferred.
4. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
5. Communication and organizational skills.
6. Ability to work effectively and cooperatively with staff.

ESSENTIAL FUNCTIONS:

1. Assumes primary responsibility for one or more of the following areas: purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; school lunch program ordering and reporting; computer maintenance; employee benefits programs; student activity accounts; district travel arrangements.
2. Handles confidential materials professionally.
3. Performs clerical tasks.
4. Operates technical equipment.
5. Participates in in-service and training events.
6. Performs other duties as assigned.

Reports To: Business Manager

Salary: \$15.75 per hour or more, DOE

Length of Employment: School year, assigned hours per day (*10 to 12 months*)

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

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