

POSITION TITLE: Senior Account Technician

QUALIFICATIONS: High school diploma or its equivalency, plus two years of office support experience in accounting, bookkeeping and/or the production of payroll, personnel or work production records. Accounting work experience in a school division is preferred. Must have the ability to effectively communicate with and work in a cooperative and collaborative manner with coworkers, school staff, parents, State and Federal offices and the general public. Excellent organizational skills, customer service and public relation skills are required. Must have good knowledge of business office procedures, practices and equipment. Must have general knowledge of or ability to quickly learn the fund accounting operations of the Title I office. Must have the ability to perform basic mathematical calculations and have good business English, grammar, spelling and punctuation. Must have the ability to communicate clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with others. Must be adaptable to changing priorities, have the ability to work independently with minimum supervision and ability to effectively complete multiple assignments simultaneously. Experience with Microsoft Excel, Word and Access software applications is required.

PERFORMANCE EXPECTATIONS: Processes reimbursements, departmental invoices, travel requests, purchase orders and requisitions from Title I schools. Audits monthly Title I accounts, reports and records for errors or changes and posts approved changes to data file electronically and maintains hard copy records as required. Records and tracks budget expenditures from Title I schools for quarterly reimbursements and audit. Searches, complies, classifies, tabulates, verifies data and prepares periodic fiscal statements or reports on Title I projects and major activities as requested. Responds to requests for Title I data and presents information in well-prepared charts and /or reports. Must be able to understand and interpret complex State and Federal guidelines pertaining to the No Child Left Behind and maintain strict adherence to the confidentiality of Title I student information. Composes non-routine letters, memorandums and answers the telephone using the standard four-part greeting. Informs and advises the public, students and school staff on a variety of matters related to Title I services, fund accounting and operations policies and procedures by telephone or through personal contact. Tracks and accounts for monthly expenditures in accordance with operational requirements and level of funds. Establishes and maintains effective working relationships with personnel in the schools, other offices and governmental agencies and community representatives. Performs other related duties as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Performs skilled clerical work typically performed in an office setting. Work requires sitting, occasional walking, fingering and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word level, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

REPORTS TO: Director of Federal Programs/Title I

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 109

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt