

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

OFFICE SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma. Associate Degree preferred.
- (2) Demonstrate a proficiency in general clerical work involving basic office procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of business English, punctuation, arithmetic and spelling. Good knowledge of and ability to use modern office practices and procedures. Good knowledge of record-keeping methods, practices and procedures. Working knowledge of departmental or school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with the public. Able to perform multiple tasks in stressful situations.

REPORTS TO:

Principal/Director or Assigned Administrator

JOB GOAL

To assure the smooth operation of the school, center, or department office, performing a variety of secretarial, clerical and delegated administrative duties all of which require considerable knowledge of the responsibilities and jurisdiction of the assigned division, department, or school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Audit and process vendor invoices, travel invoices and vouchers for payment. Review payments for proper approval and documentation and submit for payment.
- * (2) Process checks for distribution after verifying proper account codes, amounts, and address.
- * (3) Prepare payments for monthly bills.
- * (4) File and research vouchers and invoices submitted for payment by vendors.
- * (5) Prepare journal entries, as needed, to correct account distribution.
- * (6) Prepare budget amendments to correct account distribution and to fund accounts where needed.
- * (7) Track special project or center expenditures and keep administrators apprised of balances and status.
- * (8) Maintain files for all payments generated by the assigned work center.

OFFICE SPECIALIST (Continued)

- * (9) Coordinate and schedule training and travel, including reservations and arrangements for prepayment.
- *(10) Present and prepare reports as requested. Generate, track and monitor work orders using appropriate technology.
- *(11) Manage the petty cash fund as required.
- *(12) Verify and approve account code balances, and purchase order entries with appropriate personnel.
- *(13) Enter purchase orders as directed.
- *(14) Process payroll and leave as directed, either independently or assisting others.
- *(15) Maintain required district reports, key data and transmit as necessary.
- *(16) Prepare and submit all required reports for budget workshops, and budget submittal and approval.
- *(17) Use effective, positive interpersonal communications skills.
- *(18) Compose and type accounts payable related letters to vendors.
- *(19) Type memo's as directed.
- *(20) Track on-going contracts.
- *(21) Project future budgeting needs and submit Blanket Purchase Orders as necessary.
- *(22) Monitor and coordinate Blanket Purchase Orders balances as required.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

Salary Schedule: Support KGZ