

Job Description
MOORE PUBLIC SCHOOLS

5.04

Job Title: **Fiscal Services - Activity Accounts Supervisor**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of bookkeeping and computer experience using databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers (OCAS), ten key bookkeeping machines. Some knowledge of word processing/spreadsheets is helpful.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Typing/Word Processing 50 WPM required.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

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Job Goal (Purpose of Position): Performs skilled level clerical duties under general supervision to oversee the procedures for collecting, counting, and receipting all monies from schools. Oversees the procedures for Financial Clerks at the various sites.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures. On occasion will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Gathers and/or handles routine, simple information and responds to routine questions.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Establishes the procedure for and assists in encumbering all activity account monies.
2. Supervises the compilation or assists in compiling and typing reports such as monthly, quarterly and annual reports related to activity accounts.
3. Oversees and/or collects, counts and receipts all monies from schools.
4. Oversees and maintains records relating to activity accounts (processes P.O.'s, prepares checks and distributes to proper organization, etc.).
5. Ensures that financial clerks know and follow district policy regarding school activity accounts.
6. Works directly with banks in resolving any problems regarding schools' activity monies deposits.
7. Determines the amount of school activity monies to be invested and makes investment for the district as authorized by the Board.
8. Maintains knowledge of and follow district policy regarding school activity accounts, general fund accounts, OCAS, and other budgetary requirements.

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9. Maintains records relating to activity accounts. Oversees information inputted into OCAS concerning activity accounts and corrects/trains financial secretaries that need technical assistance. Works with Secretary to Business manager on any updates/training concerning OCAS manual and system.
10. Assists in other office duties as assigned by the Business Manager.

Supervision exercised: An incumbent does not directly supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category G

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract

Approved 08-09-93

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