

St. Helens School District  
Job Description  
**FISCAL OFFICER**

**Job Title:** Fiscal Officer  
**Reports To:** Director of Finance & Operations  
**FLSA Status:** Non-Exempt

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**JOB SUMMARY**

This position is responsible for processing accounts payable, and purchasing for the entire school District under the direction of the Director of Finance & Operations. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Efficiently and effectively manage purchase requisition to ensure approval is secured prior to the creation of purchase order.
2. Print, process, and approve purchase orders on a daily basis.
3. Review invoices received for accuracy in services rendered and validate against approved purchase order.
4. Verify securing appropriate documentation when necessary and process reimbursement requests.
5. Input and balance accounts payable voucher and present to Superintendent for approval in summary format providing detailed back up as necessary.
6. Post, run and file AP voucher batch reports and AP check listing.
7. Balance monthly vendor statements.
8. Assist with e-Rate filings.
9. Prepare and post Workers' Compensation log.
10. Complete opening and closing procedures annually.
11. Prepare and review ESD billings.
12. Assist with Federal Program accounting and Accounts Receivable.
13. Maintain vendor list and 1099's.
14. Validate, generate, review, edit and process 1099's and mail to vendors and submit to IRS.
15. Process postal and inter District mail daily.
16. Ensure appropriate records and documentation is maintained in compliance with District policy(ies) and to the satisfaction of District auditors.
17. Perform general office duties to support Business Office including answering phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
18. Independently answer routine questions and correspondence not requiring the supervisor's attention.
19. Complete a high volume of computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with frequent interruptions.
20. Compile and prepare reports for Administration or outside agencies as required.
21. Manage special projects as assigned by Business Manager.
22. Assist with budget preparation.
23. Appropriately maintain and secure confidential records and inquiries. Professionally represent the District in interactions with parents, community, staff, and students.

24. Maintain appropriate certifications and training hours as required.
25. Comply with applicable District, state, local and federal laws, rules and regulations.
26. Attend work regularly.

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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Troubleshoot office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
2. Serve on building and District committees and councils.
3. Coordinate travel and assist with other administrative needs.
4. Assist other office staff and coordinate work of other clerical staff.
5. Provide support to District auditors as required.

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### SUPERVISORY RESPONSIBILITIES

This position may supervise other office assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) required, Associates' degree preferred and at least two years' related experience in accounting or equivalent combination of education and experience. Working knowledge of accounting rules and regulations affecting public schools. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in public sector accounting environment strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with the public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from staff, regulatory agencies or members of the community. Ability to effectively present information to District administrators and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use accounting software, database software, internet software, e-mail, spreadsheets and word processing

software. Ability to proficiently use the following programs strongly preferred: Quicken, Infinite visions, Outlook, MS Word, and Excel. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with vendors, staff, members of the community and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon Drivers License.

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

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### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: March 2009

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I have read and understand this job description.

**Signature:**

**Date:**

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