

LYON COUNTY SCHOOL DISTRICT

FISCAL ADMINISTRATIVE SUPPORT

Job Group: Administrative Support

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: This position is responsible for the fiscal support of the Grants, Business Office and Human Resources. In addition, this position will work closely with program coordinators and the Grants Department in order to support school and district initiatives. Late afternoon and evening meetings will be required throughout the year. In state and out of state travel may be required. This position reports directly to the Fiscal Services Officer. Duty station is Silver Springs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Assist district office departments with fiscal and administrative operations in preparation of:

1. Responsible for inputting Purchase Requests.
2. Assist with fiscal management of program budgets in cooperation with the Business Office
 - o Posting Deposits to the General Ledger
 - o Fixed assets management
 - o Coordinate Purchase-card transaction batches, working with school sites
3. Collaborate with professional staff of certain student activity fund procedures.
4. Coordinate funding sources for district projects and initiatives for instructional activities, technology, and other areas.
5. Support and file budget amendments and supplements to awarded grants.
6. Complete all fiscal reporting (to include request for funds, final reporting, etc.).
7. Prepare monthly reports as directed by the district office leadership.
8. Prepare and file expenditures as related to the various programs.
9. Assist with district wide trainings.
10. There will be some trainings and meetings in the late afternoon or evening.
11. Performs clerical and administrative duties of the business office and modular staff.
12. Logging, tracking and monitoring fixed asset inventory
13. Make travel arrangements as necessary
14. Filing and organization of electronic and paper files
15. Submitting information and forms to auditors, Nevada Department of Education, federal programs or others under the direction of the district office leadership in a timely manner
16. Communicate with stakeholders on behalf of district office leadership in correspondence, phone and emails
17. Data entry of information and budget figures provided by district office leadership
18. Scheduling and preparing; meetings, parent events, and trainings as necessary.
19. Acts as courier, sorts and distributes regular mail and department/district correspondence.
20. Create agendas and meeting notes, as needed.
21. Placing and receiving supply orders as needed.
22. Running reports of expenditures to provide to grants coordinators

23. Acts as receptionist in answering phones and greeting visitors
24. Updating Grants Department and Business office website
25. Tracking Site Pre-Approvals and following up with notification of funding, if applicable
26. Handle multiple tasks with shifting priorities.
27. Works independently in completing assigned tasks.
28. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers.
29. Regular and consistent punctuality and attendance are essential functions of the job.
30. Performs and participates in other related duties as assigned by the Fiscal Services Officer or designee.

POSITION EXPECTATIONS:

1. Excellent technical writing skills.
2. Excellent written and oral communication skills.
3. Ability to work cooperatively with professional administrative, certified and classified staff.
4. Familiarity with the educational mission and functions of typical school district with approximately 9,000 student enrollment.
5. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.
6. Travel is required throughout the year.

POSITION REQUIREMENTS: Education and Training:

Any combination of education and experience that could likely provide the required knowledge and skills in qualifying for this position. The typical way to acquire the required knowledge and skills and standard for this position would be:

1. Experience in fiscal management, organization, and record keeping.
2. Working knowledge of Microsoft Office 2007.

Licenses and Certifications:

1. None.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability

to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height, and the ability to restrain student(s) as needed to prevent injury to self or others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Office/classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle		X		

Working Alone			X	
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:	X			
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day	X			
Overtime/Irregular Hrs		X		
Senses:	X			
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

An Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand this explanation and job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____