

**Support Associate VI-Cost Clerk
New Hanover County Schools**

Job Description

Class: **Classified**
Division: **Operations**
Dept: **Transportation**

TITLE: **Support Associate VI-Cost Clerk**

QUALIFICATIONS:

1. Bachelor's degree in computer science, accounting budget management, business, inventory management, or related field preferred, or equivalent combination of education and experience.
2. Three years of experience in repair parts inventory management and/or three years' experience in accounting and budget management utilizing an automated system.
3. Valid North Carolina driver's license. Must obtain CDL with B and S endorsements with school bus certificate.

REPORTS TO: **Director of Transportation**

JOB GOAL: To administer and supervise the collection of statistical and expenditure data necessary for maintaining the economical operation of the district's fleet management.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Maintain daily automated accounting system for all costs such as: gasoline, diesel fuel, grease, antifreeze, repair parts, tires, supplies, and labor served through and by the school bus garage staff.
3. Monitor and support operations for district fleet vehicles including transportation, maintenance, child nutrition, technology, purchasing and driver's education.
4. Maintain a daily automated inventory system for all inventories: item ordered, received, stored, and issued.
5. Maintain daily automated statistical record keeping for all state and local board required reports.
6. Develop all monthly and annual, state and local board required transportation statistical studies and accounting reports.
7. Enter leave time for each mechanic in BSIP; create reports for management to determine absentee rates and the impact on the daily work schedule.
8. Examine invoices to assure that they are in accordance with deliveries, proper discounts have been given, and invoices are correct before being paid.

9. Communicate and coordinate billing and payment with the local finance officer.
10. Develop extensive monthly and annual reimbursement reports for transportation refund to NC Department of Public Instruction.
11. Maintain detailed expenditure and encumbrance records for daily, monthly, and annual reporting.
12. Maintain general daily school bus office functions, such as: ordering supplies and forms, making application for license and titles for new vehicles, typing memos, and filing.
13. Manage changes to procurement card and monthly reporting.
14. Assist Transportation Director with any specialized reporting request from state and local boards as assigned.
15. Manage communication system.
16. Process invoices to and from other counties for fuel and repairs. Maintain inventory of and issue fuel cards for all NHCS vehicles, monitor fuel level and orders as needed, oversee repairs and maintenance of fuel system.
17. Enter repair orders and TD-18's into BSIP, enter and pull MIs and PMs (BSIP) when needed, and update SDS sheets as required.
18. Process billing of Driver Education program for expenditures.
19. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties require of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of Microsoft Office Professional, AS400, SAP, BSIP.
- Ability to use all office equipment.
- Ability to understand and follow written guidelines and regulations as well as verbal instructions.
- Ability and knowledge to manage a computerized inventory and accounting system.
- Ability and knowledge to develop statistical reports.
- Ability and knowledge to identify and cross-reference repair parts through the use of catalogs, computer, and physical inspection.
- Ability to maintain effective working relationship, and to deal with general public; handle complaints in a professional manner.
- Ability to communicate clearly and concisely both verbally and written.
- Ability and knowledge to develop extensive transportation budget projections.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.