CLASSIFIED			
Work Location	Roseland School District Office	**Responsible To**	Business Manager and Superintendent
Work Year	12 months	**Hours**	full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
Under the direct supervision of the Business Manager to perform the more difficult and responsible duties necessary to process accounts payable, purchase orders, textbooks and general office support duties.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Receives, verifies and prepares accounts payable, performs related data entry, and insures that all material payments are accounted for and paid in accordance with regulations.
- Maintains Revolving Cash funds, payments, and reimbursements.
- Performs district-wide purchasing, including state instructional materials, purchase orders, and related processes.
- Provides information for all staff and responds to inquires from vendors on purchasing and payment processing.
- Acts as liaison with the Sonoma County Office of Education.
- Prepares and processes 1099's.
- Maintains data for and prepares and processes Use Tax reports.
- Distributes accounts payable warrants.
- Assists with various federal, state, local and district reports, and statistical data such as J300, Program Cost Accounting Data (J-380), Transportation Report (J-141), Special Education, abatements, and all other funds.
- Assists in the clash flow projects and reports relating to the investment needs of the District.
- Informs eligible employees of dependent care information and requirement and processes payments based on payroll deductions and day care receipts.
- District-wide copier and laser printers maintenance tracking – Responsible to Sonoma County Office of Education.
- Performs periodic audits of student council checking account records for both school sites.
- Informs claimant of requirements and works with RESIG to processes Workers' Compensation claims.
- Deposits funds received by the District and assists in establishing and monitoring A/R's.
- Prepares estimates and calculations for outside funding groups or principals.
- Maintains an inventory system.

- Prepares various billings and invoicing to various Federal, State, Local and private agencies.
- Provides backup for other district office personnel as necessary.
- Types reports and correspondence as necessary.
- Other related duties as assigned.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- High school diploma/equivalent.
- B.A. Degree in related field desirable.
- Three years of increasingly responsible financial record-keeping experience.
- Knowledge of modern office practices and data processing techniques.
- Knowledge of accounting and financial record keeping principles and procedures, and ability to make mathematical calculations with speed and accuracy.
- Knowledge of governmental accounting and auditing procedures, requirements, standards, and regulations.
- Working knowledge of California Educational Codes, State Accounting manual, Governmental Codes, and Federal, State, and County mandated requirements.
- Ability to prepare clear and comprehensive financial statements and reports.
- Ability to accurately check, verify and analyze a variety of accounting data.
- Ability to effectively communicate in both oral and written form.
- Ability to work cooperatively with others and to follow oral and written directions.

Board Revised/Approved: 8/20/1997