Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Fiscal Services Clerk: Technology**

Credentials: Valid Oklahoma Driver's License, and acceptable driving record.
Education: High school diploma and specialized vocational experience in or after high school in finance, bookkeeping, banking and basic office skills.

Training or Experience Required: 1-2 years accounting or general bookkeeping experience required. Experience in accounting, purchasing, accounts payable, property accounting or related business and/or financial services field, preferably in an educational or governmental environment, desirable. Must have experience using word processing, databases, and spreadsheets, as well as working with computerized accounting software.

Experience in operational budgets for Oklahoma school districts preferred. Knowledge and experience in working with Oklahoma Cost Accounting System (OCAS) and related State Department of Education regulations.

Experience working with automated property accounting systems/records, and scanning and bar-coding equipment, is also desirable. 2-3 years of secretarial and/or clerical experience in an educational environment is desirable.

Special Skills, Knowledge, Abilities:

Knowledge of informational and instructional technology, computer hardware, software, device distribution, device inventory, help desk support/ management, technology systems, procedures, policy, and networks is strongly recommended. An incumbent in this position must be flexible, have a positive attitude and be willing to learn; also have keyboard entry skills and analytical problem solving abilities.

Serves as a Technology Center liaison with district personnel, students, and patrons in interfacing district needs with new technologies. Assists in technology areas related to information technologies and instructional technology. Engages district staff, accounting department, and asset control on a regular basis. In collaboration with the Director of Technology or designee, plan and implement programs, trainings, events, and other district initiatives.

Communication Skills (oral, written, or business): Exceptional communication skills to exchange information give/receive complex 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 to complex written or printed materials such as charts, contracts, application forms, State Statutes, Board Policies, proposals, regulations, balance sheets/ledgers, investment/banking information, etc.

Business Machines (like computers, copiers, fax machines, etc.): Operates business machines requiring formal, specialized training such as a personal computer software with sophisticated retrieval, storage and merging capabilities.

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

Site: **TECHNOLOGY**
Reports To: **Director of Technology**

Job Goal (Purpose of Position): Performs skilled level accounts payable clerical duties under general supervision to compute and prepare purchase orders, receipts, and issue checks; prepare reports and otherwise assist in other functions in the business office. Assists in ensuring the accuracy and integrity of the financial accounting overseen by the Technology Department. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret District, State, and Federal policies and procedures.

This position works to develop procedures and plans for technology deployments for district, staff, and students. In coordination with District's Asset Control, helps manage inventory of these assets, coordinates and communicates with district staff, students and patrons, and assists in technology deployment and support. This position covers planning and delivery of direct customer support specific to financial reconciliation.

Performs financial duties under limited supervision to assist the Technology Director to receive, review, and process financial reports from the district's student and staff mobile device program. These include data entry, preparation of various reports, and verification of accounting codes. The dollar amount of purchases and payments must be reviewed to ensure State statutes are being followed.

Under minimal supervision, performs fixed asset accounting duties, maintaining a "perpetual" system that records all district property transactions on a timely basis, and any other duties and responsibilities as may be assigned by the Director of Technology.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion this individual will need to utilize discretion, ingenuity, and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is empowered to choose the solution based on best practice and in accordance with the servant-oriented vision for the Technology Center team

Contact with Others: An incumbent in this position has constant contact by telephone or in-person with staff and the public to determine needed.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. 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) General Responsibilities
   - **a.** Performs financial clerical support functions for the Director of Technology using necessary software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence and reports as assigned.
   - **b.** Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details.
   - **c.** Takes and delivers messages. May process grant applications may assist in opening and distributing mail.
   - **d.** Organizes and maintains various files including confidential files.
   - **e.** Schedules meetings and make all necessary arrangements. May prepare agendas and summary minutes for various committees, task forces, etc. May be required to make travel arrangements. Monitors and maintains a neat and organized office.
   - **f.** Must be able to adjust priorities of director(s) in performing clerical assignments and assisting them in minor administrative details and assignments and can perform these tasks with sensitivity, confidentiality and professionalism.
   - **g.** Maintain Technology's purchasing procedures and training.

2) **Financial Responsibilities:**
   - **a.** Prepares and files monthly and quarterly reports.
   - **b.** May compute charges and types of requisitions to pay charges on accounts.
   - **c.** Creates, maintains, or edits correspondence pertaining to claims and expenditures.
   - **d.** Enters and maintains data in the computer to reflect accurate appropriation and expenditure records or proper payment of vendor's invoices.
   - **e.** Computes budget breakdowns.
   - **f.** Prepares claims for payment.
   - **g.** Maintains manual and computer files.
   - **h.** Maintains accurate records for area of assignment.
   - **i.** Compiles statistical data.

3) **Inventory Management**
   - **a.** Maintain inventory of hardware and software utilized in district mobile device program
   - **b.** Receives and catalogs incoming hardware and software as needed.
   - **c.** Manage deployment to staff and student to device
   - **d.** Work with school sites on technology asset accountability.

4) **Helpdesk/Website**
   - **a.** Maintain frequently asked questions on technology knowledge base.
   - **b.** Track and report purchase and/or repair needs.
   - **c.** Work with site-based technology support and site contacts.
   - **d.** Manages and tracks assets.
   - **e.** Communicate with various clients to gather information to help troubleshoot issues.
   - **f.** Performs other duties as assigned by the Technology Director.

5) **Professionalism**
   - **a.** Follow Board of Education policies and regulations.
   - **b.** Maintain confidentiality.
   - **c.** Exhibit a positive attitude with clients and co-workers.
   - **d.** Communicate with immediate supervisor on problems in the office and at sites that affect the functioning of Information Systems.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than the physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person. Must be able to retrieve and store files and reports (up to 30 pounds); Retrieve computer data from printer room and data processing.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category T6-C

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

Approved 02/13/2023