LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

JOB DESCRIPTION

POSITION: Head Department Office Professional/Accounts Payable Support

REPORTS TO: Assistant Superintendent of Business Services

DIRECTS:

BASIC FUNCTION: Works independently in the coordination and performance of all secretarial duties for the Business Department. Employee has extensive knowledge of office operating procedures relative to the Business Department. Under the direction of the Assistant Superintendent of Business Services, fiscal clerk performs all functions necessary to complete a monthly purchasing and accounts payable per district timeline. Accounts payable will include vendor invoices, employee reimbursements, and reimbursements to district imprest bank account. Ability to maintain financial records and complete transactions with a high degree of accuracy is essential to this position. Other associated duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Organize and efficiently accomplish assigned office tasks
- Set-up and maintain efficient filing systems
- Format, type and edit correspondence, memoranda, forms and reports on computer equipment; compose, copy and distribute materials as needed
- Organize and file district contracts and agreements
- Serve as a liaison for building secretaries for support and efficiency
- Manage the cell phone and scan line process and reconciliation monthly
- Help initiate, plan, train and manage the electronic requisition module for buildings and programs
- Manage all program requisitions and purchase orders
- Print and check district purchase orders and process for signatures
- Manage the Procurement Card administrative process
- Assist with the General Fund budgets
- Back up the Accounts Payable Fiscal Clerk with all functions necessary to process accounts payable including auditing of invoices and reconciling vendor statements; verifying authorization for payment; data entry; filing; and producing information for board approval of invoice payments
- Participate or lead with the investigation and resolution of purchase order and accounts payable problems such as stale dated purchase orders, nonpayment of invoices, and invoice errors
- Calculate costs for transportation field trip sheets for ASB & GF
- I Grants claims and documentation
- Process advance travel and revolving fund check requests
- Manage and procure all Business Office supplies and forms and update as needed
- Know and follow district policies and procedures
- Know and follow State Federal regulations regarding the use of funds
- Remain flexible and team-oriented
- Promote and practice professional growth and development
- Other related duties as required

QUALIFICATION REQUIREMENTS: *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

1. High school diploma or equivalent
2. Experience in WSIPC's WESPaC accounting system is desirable
3. Formal education in modern business office practices and/or bookkeeping or recordkeeping
4. Three years secretarial or bookkeeping experience, preferably in a public school setting
5. Additional related experience may substitute for formal education as deemed appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. First Aid/CPR card

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics as they apply to general accounting principals and financial recordkeeping.

REASONING ABILITY

Ability to independently solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

* Ability to complete all accounting/secretarial/clerical functions of the department to ensure work is done in an efficient and timely manner.
* Ability to efficiently perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
    - √ Keyboarding 55 wpm
    - √ Ability to use correct grammar and punctuation
    - √ Proficient use of ten key with high level of accuracy
    - √ Ability to use a variety of office machines
* Verifiable computer skills including the use of Microsoft Excel, Word, Access, ~~Outlook~~ Gmail, Google Docs and the Internet
* Ability to compile data and write reports, memos and letters with minimal direction
* Knowledge of and the ability to become proficient with the WSIPC database as it applies to fiscal and student records
* Verifiable effective oral, written and interpersonal communication skills
* Verifiable skills and/or abilities in self-direction, self-motivation, sound independent judgment, critical and analytical thinking, and organizational and project time management
* Ability to perform tasks and projects with a high degree of accuracy and attention to detail
* Ability to work under pressure with constant interruptions, and meet deadlines
* Ability to maintain a positive attitude at all times
* Willingness to learn and apply new skills to accommodate a changing work environment
* Ability to remain flexible to change in assignments or situations
* Ability to practice ethical and professional standards of conduct, including confidentiality

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 sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:
There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Assistant Superintendent of Business Services
- District Accountant and other Fiscal Department Clerks
- Building Office Professionals and other district staff
- Vendors

EVALUATION: Evaluated annually by Assistant Superintendent of Business Services

TERMS OF EMPLOYMENT:

Hours:	Up to 8 hours per day / 260 days per fiscal year
Salary:	Per PSE Office Professional CBA – Group IV
Benefits:	Per PSE Office Professional CBA

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.