Business Services Clerk

Monday – Friday (240 days a year)
Reports to: Director of Business Services

Minimum Requirements:
Education: Minimum High School Diploma, Two-Year Business Degree Preferred

Preferred Experience: School Bookkeeping and/or Governmental Accounting, Knowledge of the PCGenesis Accounting System, Background in Grants Accounting

Skills: Excellent intrapersonal and interpersonal skills, effective writing and speaking skills, ability to multitask, knowledge and ability to collect and analyze data to improve personnel systems, ability to learn and utilize new computer software, and proficiency with Microsoft Office (Excel, Word, PowerPoint)

Key Responsibilities:

- Works closely with the Business Services Director to execute operational processes and services with a focus on efficiency and data integrity
- Assists with Grants Accounting
- Assists with annual audits
- Supports all Business Services processes, initiatives, and programs to deliver operational excellence
- Assists in the completion of required state and federal reporting on a monthly, quarterly, and yearly basis
- Assists with accounts payable and other financial assignments
- Performs other duties as assigned by Superintendent and Business Services Director

System Expectations:

- Attends approved training sessions, professional development activities, and required meetings as assigned by the Superintendent or Business Services Director
- Understands this position will require cross-training with other central office positions
- Contributes to an atmosphere of harmony and goodwill in the workplace
- Treats confidential information and sensitive situations with discretion
- Serves as a positive ambassador for Dade County Schools

If you are interested in this position please send your resume and references via email to:
lorangrasham@dadecs.org