

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: FINANCIAL SPECIALIST - ACCOUNTS PAYABLE / PAYROLL / PURCHASING / HUMAN RESOURCES / INSURANCE / SECRETARY TO THE BUSINESS MANAGER / DISTRICT OFFICE SECRETARIES

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Secretarial/clerical experience to equal 2 (two) years preferred
- Good English language, grammar, and spelling skills
- Experience with Windows and the Microsoft Office software package preferred
- Experience in data entry, spreadsheet applications and word-processing
- Basic knowledge of accounting and human resources software packages
- Demonstrated communications and public relations skills
- An understanding of filing systems
- Demonstrated ability to interpret, analyze, summarize and compile financial data

OVERVIEW OF JOB DESCRIPTION: This employee must have a working knowledge of bookkeeping and accounting processes and an understanding of financial transactions. This employee must be able to learn the more technical aspects of public school accounting and the specific operating system used by the Winslow Unified School District.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Serves as first district contact with parents, community, district employees, substitutes, vendors, and students.
3. Prepares a variety of correspondence
4. Maintains files in accordance to state retention requirements and district procedures.
5. Screens and distributes incoming mail, phone calls, e-mail, etc.
6. Assists in the preparation of various reports requested by the Business Manager and Superintendent.
7. Assists other district office staff with general office duties.
8. Serves as receptionist when needed.
9. Receives all pertinent information regarding accounts payable/payroll/purchasing/human resources.
10. Receives and reconciles financial documents and reports.
11. Enters data into computer.
12. Builds, maintains, and updates district files on employees/purchases/payroll, vendors, etc.
13. Works in concert with Business Manager in the preparation of materials for the annual audit.
14. Reconciles payroll/purchasing/insurance/purchasing data statement.
15. Performs other relevant duties as may be assigned.

REPORTS TO: Business Manager

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.