

Union Public Schools Job Description

Position Title: Extended Day Program (EDP) Financial Clerk
Department: Extended Day Program
Reports To: EDP Assistant Coordinator/Director of Federal Programs

FLSA Designation: Non-exempt

SUMMARY: Assists the Administrator in ordering, processing, and disbursement of supplies and equipment. Keeps financial records of Department and Activity funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Prepares and balances deposits turned in each day for grant funding, EDP and summer school enrollments.
- Prepares and maintains tracking records of grant funding, EDP and summer school enrollments.
- Prepares and maintains tracking records of supplies and equipment as received.
- Codes RQ's with correct OCAS.
- Composes Board Recommendation Letters for contract service.
- Prepares, processes and distributes yearly warehouse and textbook orders.
- Answers routine phone inquires, take messages, route calls.
- Maintains accurate files, records and accounts.
- Prepares and maintains computerized site activities, department records and grant funds.
- Counts money and provide change accurately.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) to three (3) years related experience and/ or training preferred. General office and basic accounting experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as balance sheets, budget reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to prioritize multiple projects.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer and related software, such as Microsoft Office and Excel. Ability to develop working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements, Board of Education and state policies. Ten key by touch.

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, talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/ or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.