

Gridley Unified School District Job Description

JOB TITLE: Secretary/Account Clerk	UNIT: Classified
SALARY LEVEL: 7	LOCATION: District Office
DEPARTMENT: District Office	BOARD APPROVAL DATE: 07/19/2023
REPORTS TO: Chief Business Official or designee	

SUMMARY: The District Office Secretary/Account Clerk serves as secretary/account clerk to district office administration and clerical/account support to the staff utilizing advanced computer skills. Due to the busy nature of a school district office, the employee must be able to routinely work well under pressure and remain calm and tactful with parents, community members, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises office activity.
- Serves as the contact person for students, staff, parents and visitors to the district office.
- Compiles and types related reports.
- Types parent letters, and general office communications.
- Checks all communications for completeness and accuracy of grammar and spelling.
- Organizes, designs, and maintains a filing system.
- Assists other staff in completing office related tasks.
- Handles phone communication.
- Refers messages to appropriate personnel as necessary.
- Receives and distributes mail or other materials.
- Communicates with students' families, community agencies and other district employees regarding a variety of related issues.
- Maintains bookkeeping accounts for categorical and capital facilities budgets.
- Receives and deposits funds from a variety of sources.
- Maintains records of student attendance, enrollment, demographics,
- Maintains record of district purchases for inventory.
- Makes copies of correspondence or other printed matter.
- Receives, assembles, sorts, matches, calculates, checks, and posts a variety of financial and statistical data related to assigned functions.
- Completes entire purchasing function including issuing and encumbering purchase orders and forwarding to vendors.
- Matches invoices to purchase orders and get authorization from PO originator to process payment.
- Researches problems; tracing payments, credits, invoices; contacts vendors, suppliers, contracting agencies and/or consultants as necessary to find appropriate answers.
- Organizes, codes and inputs data and implements changes needed resulting from error.
- Performs special reporting transactions; batching or sorting as necessary.
- Be available to assist auditors for accounts receivable questions.
- May participate in requests for proposals (RFP's) as needed.
- Maintains a cooperative working relationship with administrative, certificated and classified employees.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

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: High school diploma or general education degree (GED); 3 years related experience, or equivalent combination of education and experience. Experience in a school setting is preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

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.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing Certificate 40 W. P. M.. California Driver's License may be required by the first day of service.

OTHER SKILLS AND ABILITIES: Must pass a computer skills test. Ability to use ten key calculator. Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

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 frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception 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.