

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Accounting Clerk – Educational Programs

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 50th Percentile (speed) and 90% (accuracy) on the Ten Key Test (TKT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excels in customer service and working in a team environment
6. Basic knowledge website content maintenance (preferred)
7. Experience overseeing State and District grants or other similarly complex compliance tasks (strongly preferred)

Reports To: Director of Magnet Schools, Director of Special Education, Director of Multilingual Services or designees

Supervises: N/A

Objective: To assist in the administration of the District's educational programs in a thorough, detail-oriented manner and performs department clerical tasks

Performance Responsibilities:

- A. Provides support in the preparation and submission of grant applications and other grant-related documents
- B. Creates invoices, purchase requests, and purchase orders as needed or directed
- C. Maintains a record of all receipts and charges and processes related correspondence as needed or directed
- D. Maintains detailed record of receivable and payable transactions in appropriate financial tracking journals, spreadsheets and/or financial software systems
- E. Assists with the distribution of purchasing information/instructions to staff and monitoring compliance
- F. Assists with the coordination of bulk purchases among buildings to maximize value and reduce costs
- G. Assists with establishing bid specifications and cost estimates and the preparation of bids
- H. Assists with fixed asset inventory, including asset tagging and supporting proper disposal of obsolete assets
- I. Reviews, audits and processes Professional Leave Request forms and related expenditure reports for compliance purposes
- J. Assists with employee attendance, mileage reimbursement, and payroll processing
- K. Assists in the coordination and preparation of department and program budgets
- L. Updates the District's website and social media accounts with content generated by Administration and other staff
- M. Generates simple web and social media content
- N. Assists with the District auditing process, as directed
- O. Prepares high quality correspondence, memoranda, agendas, public notices, and other materials
- P. Enters, verifies, and maintains data in appropriate spreadsheets and databases
- Q. Performs filing duties and other specialized department assignments
- R. Schedules and communicates details regarding meetings and takes and distributes minutes, as directed
- S. Responds to inquiries in a courteous, friendly, and helpful manner
- T. Maintains knowledge of other programs within the Teaching & Learning Department and assists as needed or directed
- U. Maintains liaison with the District Business Office to ensure all duties are performed in accordance with established policies and procedures and best practice
- V. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status:

Non-Exempt

Status:

Created December 8, 2020

Last Updated (with CESP input and consent) May 12, 2021

Title Revised per CESP Negotiations July 1, 2022