

Durham Public Schools Job Description

Maintenance Services Financial Data Support Technician

JOB TITLE: Financial Data Support Technician - Grade 61

REPORTS TO: Operations Support Manager

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Non-Exempt

SUMMARY: Under limited supervision performs routine and basic data entry functions and general office assistance duties. Work typically involves processing invoices, requisitions, and purchase orders, in a computer based accounting software program as well as paper based filing systems. Employee will also be required to utilize the maintenance management software used for processing and tracking all work orders. Employee is responsible for performing routine clerical tasks in the processing of forms and records requiring application of office procedures and departmental rules and regulations within established guidelines. Additionally, answering the telephone, directing calls, responding to basic requests for information and greeting guests to the office. Employee is also responsible for data manipulation through various computer-driven word processing, spreadsheet, and file maintenance programs.

RESPONSIBILITIES & DUTIES:

1. Perform data entry processes for requisitions, purchase orders, and invoices utilizing computer based accounting and work order management software.
2. Handle accounts payable for separate entities and vendors
3. Maintain appropriate documentation for accounts payable transactions.
4. Ensure bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures
5. Process due invoices for payments
6. Compare purchase orders, prices, terms of payment and other charges
7. Process transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
8. Maintain the filing and record keeping systems for all accounts payable transactions; electronic and paper records.
9. Support and assist in absence of Purchasing Agent/Office Technician.
10. Perform data entry functions in the maintenance work order management system.
11. Generate reports from accounting and work order management systems.
12. Create reports utilizing Excel or similar software.
13. Separate U.S. postal and courier mail for distribution.
14. Answer multi-line telephone. Transfers calls to appropriate personnel and/or take telephone messages in absence of the person called in a professional manner.
15. Greet visitors to Facilities Services in a professional manner.
16. Assist customers with the Facility Rental process and support that area as needed.
17. Monitor the DPS Emergency Radio and respond appropriately. Document and follow-up on all Maintenance emergency calls.

18. Receives requests for maintenance work from individual schools, and prepares work orders; dispatches appropriate work crews using telephone to perform maintenance; maintains records of work requested and crews dispatched.
19. Provide clerical support preparing correspondence and other documents as needed.
20. Other related duties as assigned by supervisor and/or Executive Director

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of modern office practices.
2. Thorough knowledge of elementary arithmetic.
3. Highly skilled with computer applications including Windows and cloud based software such as Microsoft Office, Power Point, Excel, Google, and Office 365.
4. Thorough knowledge of the principles of organization and administration.
5. Ability to transcribe information and to prepare standardized forms, letters and reports from that information.
6. Ability to operate common office machines.
7. Thorough knowledge and ability to use correct grammar, spelling and punctuation.
8. Must have excellent written and verbal communication skills.
9. Ability to handle and/or troubleshoot all calls to Maintenance Services in a professional manner.
10. Ability to handle multiple telephone lines successfully and professionally in a fast paced environment.
11. Ability to perform under stress and to be able to communicate with persons acting under stress.
12. Have considerable knowledge of the operational capabilities of the district's computerized work order system and is able to provide assistance to team members working in the trades.
13. Have considerable knowledge of all department operating procedures

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Three years of related experience and/or training.
2. High School Diploma or GED.
3. Must possess valid N.C. Driver's License.

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	O- Occasionally Up to 1/3 of the time	R- Rarely Less than 1 hour per week	N- Never Never occurs
PHYSICAL ACTIVITY		NON-PHYSICAL DEMANDS	
Climbing/Balancing	R	Time Pressure	F
Crawling/Kneeling	R	Emergency Situation	R
Walking	F	Frequent Change of Tasks	F
Running	R	Irregular Work Schedule/Overtime	R
Standing	F	Performing Multiple Tasks Simultaneously	F
Sitting	F	Working Closely with others as part of a Team	F
Bending/Stooping	F	Tedious or Exacting Work	F
Lifting/Carrying	F	Noisy/Distracting Environment	F
Grasping/Twisting	F		
Reaching	F		
Pushing/Pulling	F		
Fingering/Typing	F		
Others			

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other	

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	M

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse	X	Outdoors	
Shop		Other (see 3 below)	
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

☒ Laptop ☒ Desktop computer (may be docking station with laptop)
☒ e-mail address ☒ Outlook ☒ VPN ☐ Cell phone
☐ Pager ☐ Two-way radio ☐ iPad ☒ Office phone
☒ Fax ☒ Printer ☐ 5 digit extension ☐ 10 digit telephone number
☐ District vehicle ☒ AS400 ☒ SharePoint ☒ Software (list Microsoft office, Adobe)
☒ Audio recording device ☐ Website access
☒ Building access key/code (for necessary building access during non –traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

☐ Hard hat ☐ gloves ☐ flash protective equipment suit occasionally
☐ steel toe shoes
☐ safety glasses ☐ safety vests

MACHINES, TOOLS, EQUIPMENT:

☐ retrieving devices ☐ Ladder ☐ fork lift, ☐ crane truck ☐ hoist
☐ scissors lift ☐ pipe benders ☐ metering devices

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date