



Lapeer County Intermediate School District JOB DESCRIPTION

Business Office Clerk Part-time

Employee Group:	Ancillary
Level:	F1
FLSA:	Non-Exempt
Department:	Business Office
Supervisor:	Director of Finance

Qualifications

Education

Required: High School Diploma or High School Equivalency

Work Experience

1. Required: Recent and relevant experience in a comparable capacity
2. Preferred: Recent and relevant experience in a comparable capacity in a school setting or education environment

Knowledge

Has knowledge of:

1. Basic bookkeeping and recordkeeping procedures
2. Basic office processes and procedures

Proficiencies

Is proficient in use of:

1. Standard office equipment
2. Microsoft Office products
3. Adobe products
4. Google applications

Skills

Possesses excellent:

1. Written and verbal communication skills
2. Organizational skills
3. Interpersonal skills
4. Analytical and problem-solving skills
5. Customer service skills

Abilities

Is able to:

1. Collaborate effectively with others
2. Prioritize and multi-task
3. Take initiative as appropriate
4. Be self-motivated and self-directed
5. Exercise sound judgment when handling confidential information
6. Adhere to timelines and meet deadlines
7. Work independently, as well as part of a team
8. Prepare and maintain accurate records and reports
9. Remain composed in stressful and difficult situations
10. Establish and maintain a good rapport and positive relationships with all individuals encountered during the performance of job duties and responsibilities
11. Prepare correspondence and other documents using correct grammar, punctuation, spelling, and sentence structure
12. Work efficiently through the use of current technology and keep up with changes in technology

Physical Requirements

Must have the physical stamina necessary to perform the essential job duties and responsibilities, which includes being able to sit for extended periods of time

Character

It is expected that all employees:

1. Have a strong work ethic
2. Possess a positive attitude
3. Be trustworthy
4. Maintain personal and professional integrity
5. Conduct themselves in a professional, respectful, and civil manner at all times
6. Positively represent the ISD and its local districts
7. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment

Essential Job Duties and Responsibilities

1. Provide clerical support to the business office, which will include, but not be limited to:
 - a. Filing, recordkeeping, copying, faxing, scanning, emailing, and similar tasks
 - b. Sorting and distributing mail
 - c. Scheduling meetings and other appointments
 - d. Assisting with accounts payable, accounts receivable, & payroll materials
 - e. Assisting with plans and preparations for events
2. Produce quality work by being thorough and paying attention to detail
3. Provide necessary support and back-up to co-workers as needed
4. Report for work on-time as scheduled
5. Perform duties and responsibilities in accordance with District policies
6. Perform other related duties and responsibilities as assigned