



JOB DESCRIPTION

POSITION TITLE: Accounting Specialist/Admin. Asst. – Early Childhood Services

CLASSIFICATION: ROSPA III

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Director of Early Childhood Services

GENERAL PURPOSE:

Under general supervision of the Director of Early Childhood Services, the Accounting Specialist/Administrative Assistant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The Accounting Specialist/Administrative Assistant is responsible for processing accounts payable and maintains associated vendor and invoice files for the district, as well as general duties of a Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review, process and pay all authorized vendors. Ensure timely entry of data into automated system;
- Maintain files of paid and unpaid invoices and purchase orders;
- Assist with annual audit;
- Respond to expenditure questions from district administrators;
- Prepare information in response to requests
- Respond to vendor inquiries regarding payment of invoice(s);
- Maintain W-9 file;
- Collect and input all student registrations;
- Calculate and bill all student program tuition;
- Prepare spreadsheets on the computer;
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Participate in organizational quality;
- Keep in confidence all student and/or personnel records and information;
- Adheres to district and school rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Regular and reliable attendance is an essential function of the position;
- Monitor the front and back door at Croswell
- Welcome everyone who enters Croswell and answer all questions
- Take students down to their classrooms when they come in
- Assist staff with various duties and questions
- Answer phones
- Take attendance phone calls and inform teachers in all programs at Croswell
- Adjust student's schedules depending on parent's needs
- Order supplies for all Early Childhood Programs from multiple sites by either purchase order, check request or credit card

- Supervise students in office for multiple reasons, i.e. sick, waiting to go home, or need to calm down and relax
- Cover restroom breaks for teachers if Director or Supervisor aren't available
- Other duties as assigned by the Administrator.

SUPERVISORY RESPONSIBILITIES:

- Position does not have supervisory responsibilities.

EDUCATION and/or EXPERIENCE:

- Possession of a High School Diploma or equivalency
- Experience and/or training in advanced bookkeeping procedures
- Typing proficiency 30 w.p.m.
- Ability in all language arts skill areas
- Experience or training in office machines
- Ability to set up and maintain files
- Ability to work well with students, the public, and other employees
- Data processing and programming training desirable
- Ability in using computer software such as: word processing, spreadsheets and e-mail
- Proficiency in basic business math skills test: minimum 80 percent
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

August 2021

“I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department.”

Employee Signature

Date

Employee Services Signature

Date