Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform technical work requiring thorough knowledge of departmental policies and procedures; handle unusual or difficult problems referred by administrator and/or department staff. **E**

Assist in the development of office and budget procedures for the child development program; may instruct, assign, and schedule tasks to clerical employees, and review work for accuracy and completeness. **E**

Compose memos, letters, or other materials independently or from rough draft; assist in the preparation of contracts, Board agenda items, and related materials; attend and participate in a variety of required meetings related to budget concerns. $\bf E$

Meet with internal/external auditors, federal reviewers, and funding agency consultants to review records; may operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of financial or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

May hold a valid C follows:

Keyboarding	55 Correct WPM
Word	80% Overall Score
Excel / Access	80% Overall Score
General Accounting	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgetary and financial record keeping.

General accounting principles and procedures.

Basic research methods.

District policies and procedures related to assigned function.

Applicable sections of State Education Code and other state and federal laws.

Operation of a computer, related software, and standard office equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Interpret complex state and federal laws.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain records and prepare reports.

Perform computational task with speed and accuracy.

Operate a computer, related software, and standard office equipment.

Conduct Internet research.

Understand and carry out complex oral and written instructions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.