TITLE: Family and Community

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 FACE 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. **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:

license. Overall scores in computer software testing program preferred as 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.
Standard Account Code Structure (SACS).
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.

Family and Community Engagement (FACE) Program Technician