



"Commitment to Quality – Education for All"

APPLICATION FOR BUDGET COMMITTEE MEMBERSHIP

NAME Sharon Hicks
ADDRESS 78392 Quincy Mayger Rd
Clatskanie, OR 97016
PHONE 503 504 9335 E-MAIL sharon.hicks2011@gmail.com

STATEMENT OF INTEREST

I am writing to express my interest in serving on the budget committee. I want to contribute my skills, experience, and passion to the committee's important work, and believe my background aligns well with the committee's objectives. My experience working for the school district as a secretary/bookkeeper gives me good understanding of how the budget works. If selected for the committee, I will be diligent about that responsibility and will do my best to make positive and meaningful contributions. I have attached a resume which provides an overview of my background and qualifications.

RELATED EXPERIENCE

Bookkeeper Office Manager Quincy Water - 1994-2013
Secretary / Bookkeeper Clatskanie School Dist 6S - 1991-2017
Bookkeeper / Owner Quincy Storage 2012-present

Qualified Voter of the District (check one): YES X NO _____

Sharon Hicks
(Signature)

1-19-2024
(Date)

Clatskanie School District
660 SW Bryant St, PO Box 678 Clatskanie, OR. 97016
Office: 503-728-0587 FAX: 503-728-0608

SHARON HICKS

Clatskanie, OR 97016 ♦ 503-504-9335 ♦ hicks777@hotmail.com

PROFESSIONAL SUMMARY

Performs a variety of general bookkeeping, accounting functions, administrative and office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete.

SKILLS

- Verbal and Written Communication
- Customer service and public relations skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Experience as a resource for school budget coordination
- Basic accounting skills
- Accounts Payable and Accounts Receivable
- Ability to work as team member on negotiations committee
- Budgeting
- Account Reconciliation
- Superior attention to detail
- Bookkeeping
- Interview Committee

WORK HISTORY

Bookkeeper, 01/2012 - Current

Quincy Storage LLC – Clatskanie, OR

- Maintained and processed invoices, deposits, and money logs.
- Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
- Reconciled and corrected issues with financial records.
- Bill customers
- Deposit money
- Maintain building
- Prepare year end taxes

Secretary/Bookkeeper, 10/1991 - 06/2017

Clatskanie School District 6J – Clatskanie, OR

- Scheduled appointments and conducted follow-up calls.
- Maintained daily report documents, memos and invoices.

- Entered data into system and updated student contacts with information to keep records current.
- Maintained office supplies inventory by checking stock and ordering new supplies.
- Accounts Payable/Receivable Invoices.
- Balance Student Body Funds.
- Received money and made timely deposits for various student activity accounts.
- Oversee multiple budgets for school.
- Reconcile and balance checkbook.
- Create spreadsheets.
- Register students.
- Make travel arrangements for staff/students.
- Keep files in order.
- Prepare files and receipt books for audit.
- Prepare purchase requisitions, ensuring compliance with purchasing procedures and regulations.
- Disburse funds, record financial transactions of student funds.
- Bill parents for lost or damaged books, supplies, etc.
- Maintain records of all athletes.
- Monitor student's attendance.
- Work with coaches in completing all required paperwork.
- Order coach supplies.
- Prepare and deposit Money boxes for ticket sales and concession stands (and any other activities needing money boxes).
- Back up as nurse when nurse is not available in building. Such as giving insulin shots, taking temps, giving meds, bandage cuts, etc.
- Work with police and emergency personnel as needed.
- Provided clerical support to staff by copying, faxing, and filing documents
- Responded to emails and other correspondence to facilitate communication and enhance business processes
- Answered multi-line phone system and enthusiastically greeted callers
- Managed phone and email correspondence and handled incoming and outgoing mail and faxes

Bookkeeper, 02/1994 - 06/2013

Quincy Water Association – Clatskanie, OR

- Maintain and process invoices, deposits, and money logs.
- Complete payroll for employees and maintain detailed records of procedures.
- Track expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
- Reconcile and correct issues with financial records.

- Prepared yearly budget for annual meeting of members and audit.
- Prepared and mail monthly billings for customers.
- Present bills and checks to board members at monthly meeting for payment and signing.
- Prepare monthly report of past due accounts for board meeting.
- Prepare monthly financial report for board meeting.
- Gather all books and records for auditor each year.

EDUCATION

High School Diploma: 05/1975

Clatskanie High School - Clatskanie, OR

Hairdresser, Barber, Cosmetologist: Cosmetology Education, 1975

Mr. Lee's Beauty School - Longview

AFFILIATIONS

Former member of OSEA Union- Building Rep for 4 years, Served twice on Contract Negotiations