



SHONTO PREPARATORY SCHOOLS

Transforming Student Learning • Óhoo'aah Łahgo Ánáálnííł

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

Shonto Governing Board of Education, Inc.

[Proposed] MINUTES of Public Hearing and Special Board Meeting

May 07, 2012 – 3 PM

Shonto Governing Board Room

- A. CALL TO ORDER:** President Ellen Cooley, Board President called the meeting to order at 3:35 PM
- B. ROLL CALL:** Vice President Larry Goodman called roll and confirmed a quorum. President Ellen Cooley was present; Vice President Larry Goodman was present; Board Member Arlene Laughter was present; Board Member Loretta Hoschain was absent; Board Member Kenneth Begishe was present.

C. PUBLIC HEARING PRESENTATIONS

Karin Smith of Heinfeld Meech CPA PA Presented the Revised 2011-12 Budget for Shonto Preparatory Technology High School (ADE required).

D. ADJOURMENT OF PUBLIC HEARING at 3:50 PM

Shonto Governing Board of Education, Inc.

MINUTES of Special Board Meeting

E. CALL TO ORDER SPECIAL BOARD MEETING

President Ellen Cooley called the special board meeting to order at 3:51 PM.

F. ROLL CALL

Vice President Goodman called roll and confirmed a quorum (LG, KB, AL, EC present; LH absent).

G. ADOPTION OF AGENDA

Vice President Goodman made a motion; Board Member Laughter seconded the motion.

RESOLVED, that the Governing Board adopted the Agenda.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

H. PRESENTATIONS

1. Karin Smith of Heinfeld Meech & Co., P.C., presented an update on the audit compliance and the corrective action plan currently being implemented at Shonto Preparatory School
2. Karin Smith presented proposed policy revisions in alignment with Arizona Revised Statute and Federal laws

I. ACCEPTANCE OF MINUTES

Board Member Laughter made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board tabled April 3, 2012 board meeting minutes (need to change format).

Shonto Preparatory Schools

MINUTES – May 07, 2012 Special Board Meeting

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The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

J. ADMINISTRATIVE PLANS/BUSINESS SERVICES/MAINTENANCE & OPERATIONS

1. Deliberation On Approval of Revised 2011-12 Budget For Shonto Preparatory Technology High School

Board Member Laughter made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved Revised 2011-12 Budget for Shonto Preparatory Technology High School.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

2. Deliberation On Approval Of The 2011-12 Audit Contract Award In The Amount Of \$29,000 To William Dobridge, CPA PA

Board Member Laughter made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved the 2011-12 audit contract award in the amount of \$29,000 to William Dobridge, CPA PA.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

3. Deliberation On Approval of Restructuring Plan

Vice President Goodman made a motion; Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved the restructuring plan.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

4. Deliberation On Approval of 2012-2013 District School Year Calendar

Vice President Goodman made a motion; Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved 2012-2013 District School Year Calendar.

The motion was approved by Vote: 4 in favor, 0 opposed 0 abstained, CV.

5. Deliberation On Approval to Hire An Internal Auditor For School Year 2011- 2012

Board Member Laughter made a motion; Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved to hire an internal auditor for School Year 2011-2012.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

6. Deliberation On Approval Student Activity Handbook Policy

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the Student Activity Handbook Policy

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

K. PERSONNEL SERVICES

1. Deliberation On Approval Of Extension Of Residential Tutor Contracts

Board Member Laughter made a motion; Board Member Goodman seconded the motion.

Vice President Goodman made a motion; Member Begishe seconded the motion.

RESOLVED, that the Governing Board accepted the approval extended residential tutor contracts from April 16th to May 11th.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

2. Deliberation On Approval Of Revised Position Description – Business Office

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- a. Business Manager (Administrative, full-time)

Member Hoschain made a motion; Member Laughter seconded the motion.

RESOLVED, that the Governing Board approved revised position description of Business Manager.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

3. Deliberation On Approval Of Summer School Personnel

- a. Certified Teacher
- b. Classified Support Staff
- c. Recruiters

Member Laughter made a motion to table summer school personnel; Board Member Begishe seconded the motion.

RESOLVED, that the Governing Board tabled summer school personnel.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

4. Deliberation On Approval Of Revised Position Descriptions – Business Office

- a. Accounting Technician III – Payroll (Classified, full-time)
- ~~b. Accounting Technician III – Accounts Payable & Housing Manager (Classified, full-time)~~
- c. Accounting Technician II – Procurement (Classified, full-time)
- d. Property Inventory Clerk (Classified, full-time)

Member Begishe made a motion to approve Accounting Technician III – Payroll, Accounting Technician II – Procurement, and Property Inventory Clerk; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved revised position descriptions: Accounting Technician III – Payroll, Accounting Technician II – Procurement, and Property Inventory Clerk.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

NEXT REGULAR MEETING – June 5, 2012

ADJOURNMENT

Vice President Goodman made a motion; Member Laughter seconded the motion.

RESOLVED, that the Governing Board adjourned the meeting at 10:50 PM.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

* * * * *

CERTIFICATION

RECORDED BY:

CONCURRED BY:

Pat Walsh, Administrative Assistant II/Board Clerk
Office of the Superintendent

Sharon H. Singer, Superintendent
Shonto Preparatory Schools
Shonto Preparatory Technology High School

APPROVED BY:

Ms. Ellen Cooley, President
Shonto Governing Board of Education, Inc.

Date

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Motion: _____ Second: _____

VOTE: ___ in favor, ___ opposed and ___ abstained.

DRAFT

Approval of Revised Position Description – Business Office

- a. Business Manager, Administrative, Full-time

**Shonto Preparatory School
Shonto, Arizona 86054**

POSITION DESCRIPTION

TITLE: Business Manager

EMPLOYMENT: 12 months, Regular, Full-Time

SALARY: Exempt

SUPERVISOR: Superintendent

A. QUALIFICATIONS:

1. Bachelor's Degree in Business Management or Business Administration and minimum of two (2) years experience in K-12 school accounting, finance and payroll required; Finance or Accounting major preferred; Masters Degree in Business Administration preferred.
2. Extensive knowledge of the principles, policies and procedures essential to charter and BIE or tribal grant school accounting including, but not limited to, thorough knowledge of Indian School Equalization Program (ISEP), Title I, Title II, Title VI, Title IX, Title VII, Impact Aid and federal procurement and travel regulations required.
3. Minimum four (4) years direct responsibility for developing, monitoring and managing school budget required.
4. Minimum four (4) years direct responsibility for managing K-12 school business office strongly preferred.
5. Minimum four (4) years supervisory experience required.
6. Extensive skill and knowledge in the operation of computers and the software and programs used in accounting, including Microsoft Excel, required.
7. Prior experience with Infinite Visions strongly preferred.
8. Valid Arizona Driver's License required.
9. Successful completion of all interviews, background checks, reference checks and fingerprint clearance requirements, and submission of documents and forms required by the Shonto Governing Board of Education, Inc. and/or Shonto Preparatory School required.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

B. PERFORMANCE RESPONSIBILITIES:

BIE Grant School Operations

1. Responsible for overall supervision of business office staff and ensuring all functions are completed appropriately.
2. Responsible for budget preparation, budget amendments, and revenue amendments.
3. Responsible for submission of SF-425 financial reports on a quarterly basis to BIE.
4. Responsible for preparation of documents for Dine Education reauthorization every four (4) years.
5. Responsible for preparing drawdown requests from the U.S. Department of Education

**Shonto Preparatory School
Shonto, Arizona 86054**

POSITION DESCRIPTION

TITLE: Business Manager

EMPLOYMENT: 12 months, Regular, Full-Time

SALARY: Exempt

SUPERVISOR: Superintendent

A. QUALIFICATIONS:

1. Bachelor's Degree in Business Management or Business Administration and minimum of two (2) years experience in K-12 school accounting, finance and payroll required; Finance or Accounting major preferred; Masters Degree in Business Administration preferred.
2. Extensive knowledge of the principles, policies and procedures essential to charter and BIE or tribal grant school accounting including, but not limited to, thorough knowledge of Indian School Equalization Program (ISEP), Title I, Title II, Title VI, Title IX, Title VII, Impact Aid and federal procurement and travel regulations required.
3. Minimum four (4) years direct responsibility for developing, monitoring and managing school budget required.
4. Minimum four (4) years direct responsibility for managing K-12 school business office strongly preferred.
5. Minimum four (4) years supervisory experience required.
6. Extensive skill and knowledge in the operation of computers and the software and programs used in accounting, including Microsoft Excel, required.
7. Prior experience with Infinite Visions strongly preferred.
8. Valid Arizona Driver's License required.
9. Successful completion of all interviews, background checks, reference checks and fingerprint clearance requirements, and submission of documents and forms required by the Shonto Governing Board of Education, Inc. and/or Shonto Preparatory School required.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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4. Responsible for preparation of documents for Dine Education reauthorization every four (4) years.
5. Responsible for preparing drawdown requests from the U.S. Department of Education

Approval of Revised Position Description – Business Office

- a. Business Manager, Administrative, Full-time

Grants Section for grants received on behalf of the PreK-8 school and responsible for preparing necessary reports to close out grants and for grant compliance.

6. Responsible for working annually with financial auditors and consultants to prepare for annual financial audits as required by BIE; Single Audit.
7. Responsible for coordinating with PreK-8 school to obtain information regarding student attendance and enrollment as it relates to school revenue; Responsible for scheduling ISEP reviews if and when necessary.
8. Responsible for taking and passing BIE security test on an annual basis.
9. Responsible for drafting and filing appeals with BIE regarding funding if necessary.
10. Responsible for attending various BIE conferences as required for program compliance.
11. Responsible for attending all mandatory meetings and other meetings as directed by supervisor.
12. Responsible for working with BIE – NCS company regarding federal employee benefits (CSRS).

Charter School Operations

13. Responsible for preparing annual budgets, budget revisions, annual financial reporting and conducting public hearings regarding school's budget, all in accordance with Uniform System of Financial Records Charter Schools regulations.
14. Responsible for submitted grant applications to ADE for NCLB, IDEA, SEI and other supplemental funds; Responsible for monthly reporting of expenditures and drawdown requests for such funds.
15. Responsible for submitting grants management reports to ADE on a monthly basis to drawdown and record expenditures.
16. Responsible for preparing budget submission and annual financial reporting to the U.S. Department of Education for Title VII, REAP and other competitive Impact Aid grants.
17. Responsible for preparing drawdown requests to U.S. Department of Education Grants Section and preparing necessary reports for grant compliance.
18. Responsible for preparing annual reports for classroom site funds, tax credits and extracurricular programs.
19. Responsible for bookkeeping duties related to high school funding and programs.
20. Responsible for annual coordination with financial auditors and complete of charter compliance questionnaires.
21. Responsible for working with appropriate administrators and/or federal programs staff and providing oversight over various grants funded throughout the school year if necessary.
22. Responsible for coordinating with high school registrar to obtain information regarding student attendance and enrollment as it relates to school revenue; responsible for reviewing SAIS reports for 40th and 100th day counts and for monitoring SAIS reconciliation.

General

23. Responsible for the management of the school's banking and investment accounts.
24. Responsible for daily bookkeeping duties, including revenue postings, bank reconciliations, journal entries, general ledger reviews and account coding.
25. Responsible for coordinating budgeting activities with essential administrative staff and monthly financial reporting to Governing Board.
26. Responsible for monitoring review and expenses for departmental account and ensuring expenditure control.
27. Responsible for reviewing and approving expenditures, personnel requisitions and

- purchasing documents for availability of funding, mathematical accuracy and for grant compliance.
28. Responsible for reviewing accounting transactions, making adjustments to reconcile accounts and researching out-of-balance situations; Responsible for preparing journal entries and posting entries to reflect corrections as needed; Responsible for providing journal entry documentation for auditors.
 29. Responsible for serving as trustee for Shonto Preparatory School's retirement plan (403B and 401k) and for administration of employee loan program.
 30. Responsible for assisting former BIE employees with issues regarding their retirement accounts.
 31. Responsible for processing employee benefit enrollment and withdrawal documents.
 32. Responsible for regular communications with third party administrators of Shonto Preparatory School's group health insurance and workers compensation plans.
 33. Responsible for maintaining a thorough and up-to-date knowledge and understanding of charter and BIE grant school operations.
 34. Responsible for planning and carrying out the work assignments according to accepted business/finance practices.
 35. Responsible for assisting in the execution of approved budgets, apportionments and operating programs by maintaining on a day-to-day basis obligation and expenditure ledgers for school departments and accounts by providing upon request computerized financial data and status reports.
 36. Responsible for maintaining accurate and current program planning, budget and financial instructional memoranda.
 37. Responsible for providing periodic reports to school departments and Governing Board on status of obligations, lapsed funds and used projections.
 38. Responsible for working with appropriate administrators and/or federal programs staff and providing oversight over various grants funded throughout the school year if and when necessary.
 39. Responsible for directing the work of and supervising business office staff in the areas of payroll, procurement, accounts payable/receivable and inventory and responsible for providing assistance in those areas as needed.
 40. Responsible for working with student clubs and sponsors in overall maintenance of student activity funds.
 41. Responsible for participating in training for new student club sponsors.
 42. Responsible for providing oversight of food service program and supervising Food Service Manager.
 43. Responsible for reviewing the USDA reimbursement process, inventory reports and general correspondence regarding the USDA free/reduced food program.
 44. Responsible for assisting administrators and program directors with various budgetary needs and planning as specific to their program areas, i.e., Exceptional Student Services, E-rate, grant preparation, annual reporting and other special requests.
 45. Responsible for preparing, reviewing and ensuring mathematical accuracy and compliance with regulations and established procedures of a variety of documents including funds wire depositories, transfers, status of school Fiscal Year funding, and other fiscal documents.
 46. Responsible for preparing and processing Quarterly and Annual Financial Reports to the state, quarterly and annual DES Unemployment Insurance, Arizona Corporation Commission Finance reports, annual non-profit status financial reports to IRS, bi-weekly Federal and State tax reports and all other required financial reports.
 47. Under the direction of supervisor, responsible for prior year cost and, taking into

consideration proposed new educational programs, compiling information for the completion of budget estimates and recommending a tentative allocation of education operation funds for the development of the tentative school financial plan. Upon receipt of actual allocation, responsible for revising tentative estimates by comparison with actual funds received to project allocations for the school's financial plan before it is finalized.

48. Responsible for performing all other related duties as assigned..

C. EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

CERTIFICATION

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Shonto Governing Board of Education, Inc. functions for which I am responsible. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

APPROVED BY: _____
(Immediate Supervisor)

DATE: _____

REVIEWED AND
AGREED TO BY: _____
(Incumbent)

DATE: _____

A. Personnel Services

- 1) Personnel Report – Certified Staff
 - a. Approval of Extension of Residential Tutor Contracts
- 2) Revised Position Description – Business Office
 - a. Business Manager (Administrative, full-time)
- ~~3) Approval of 2012 Summer School Personnel~~
 - ~~a. Certified Teachers~~
 - ~~b. Classified Support Staff~~
 - ~~c. Recruiters~~
- 4) Approval of Revised Position Descriptions – Business Office
 - a. Accounting Technician III-Payroll (Classified, full-time)
 - ~~b. Accounting Technician III Accounts Payable & Housing Manager (Classified, full-time)~~
 - c. Accounting Technician II-Procurement (Classified, full-time)
 - d. Property Inventory Clerk (Classified, full-time)

Shonto Preparatory School
Shonto, Arizona 86054

Personnel Report for Certified Staff
May 7, 2012

DELIBERATION ON THE PERSONNEL REPORT FOR CERTIFIED STAFF

I. **RETROACTIVE ADDENDA TO 2011-2012 SCHOOL YEAR CONTRACT:**

The Superintendent recommends the approval of the following addenda to 2011-2012 SY contract:

	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Effective Dates</u>
1.	Barlow, Betty Shonto, AZ	Residential Academic Tutor	Dorms	ISEP	\$20/Hour, 2 Hours/Day, 4 Days/Week	4/16/12-5/11/12
2.	Benale, Wanda Tuba City, AZ	Residential Academic Tutor	Dorms	ISEP	\$20/Hour, 2 Hours/Day, 4 Days/Week	4/16/12-5/11/12
3.	Brown, Kimberly Shonto, AZ	Residential Academic Tutor	Dorms	ISEP	\$20/Hour, 2 Hours/Day, 4 Days/Week	4/16/12-5/11/12

Approval of Revised Position Descriptions

- a. Accounting Technician III-Payroll
- b. Accounting Technician III-Accounts Payable & Housing Manager
- c. Accounting Technician II-Procurement
- d. Property Inventory Clerk

**Shonto Preparatory School
Shonto, Arizona**

POSITION DESCRIPTION

TITLE: Accounting Technician III - Payroll

EMPLOYMENT: 12 months, regular full-time

WORKING HOURS: 8:00 A.M. TO 5:00 P.M.

REPORTS TO: Business Manager

JOB GOAL:

Based on approved project funding, the incumbent plans and carries out the work assignments according to accepted Business/Financial practices to the ultimate benefit of the school.

QUALIFICATION:

1. A Bachelor's degree in business related field is preferred. An Associate's degree, or equivalent, is required.
2. High School Diploma or General Equivalency Diploma (G.E.D.) is required.
3. Demonstrates competence in the use of business machines, computer literate.
4. Knowledge and understanding of accounting principles and procedures.
5. At least two years successful experience in a business office environment is highly desired.
6. Possess a current and valid Arizona Driver's License.
7. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all employment-related documents and forms.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

A. PERFORMANCE RESPONSIBILITIES:

1. Performs payroll processing duties such as planning, organizing, and managing payroll, employee benefits, and fiscal control functions for all employees.
2. Controls and maintains all records and documentation related to the administration of the district's payroll, employee benefits, and fiscal control programs; prepares and maintains a variety of reports and statistical analyses in assigned areas.
3. Processes payroll on a bi-weekly basis and to keep updated information on benefits and deductions. Reviews and verifies time sheets/ leave slips that are submitted for payroll processing.

4. Maintains individual employee-payroll file, which is inclusive of employment contracts, timesheets, leave slips, and other employee action related requests.
5. Reviews and verifies salary calculation sheets, dates of employment, and pay levels of information received from the Human Resources department. Detects and informs departments of any discrepancies.
6. Prepares and files all of the state and federal employer tax forms and reports. These would include reports to the Arizona Department of Economic Security and Internal Revenue Service.
7. Carries out general office clerical and administrative assistance as required for effective operations of the Business Office and works with appropriate departments in providing timely financial data.
8. Assists the Business Manager in providing timely financial data to appropriate departments within the school operations.
9. Compiles necessary statistical data for preparation of program budgets and also assists with fiscal year end reconciliation and reports.
10. Prepares, reviews, researches various financial/payroll related documents and assists in compiling information and performing journal entries.
11. Prepares monthly bank reconciliation's of all bank accounts.
12. Enforces and supports all current policies of Shonto Governing Board of Education, Inc., including but not limited to the Uniform System of Financial Records (Original and Charter versions), and other Federal and State mandates. Performs other related duties as may be assigned by the supervisor.
13. Prepares and participates in the compilation of data for financial audits on an annual basis.
14. Prepares reports as requested on a quarterly and annual basis.
15. Acts in the capacity of Business Manager during his or her absence and is required to make decisions to ensure the continuous operations of the Business Office are uninterrupted.
16. Performs other related duties as assigned.

B. EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy of Employee Evaluation System.

CERTIFICATION

I certify that this an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Shonto Governing Board of Education, Inc. functions for which I am responsible. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

APPROVED BY: _____
(Immediate Supervisor)

DATE: _____

REVIEWED AND
AGREED TO BY: _____
(Incumbent)

DATE: _____

**Shonto Preparatory School
Shonto, Arizona**

POSITION DESCRIPTION

TITLE: Accounting Technician II - Procurement

EMPLOYMENT: 12 months, regular full-time

SUPERVISOR: Business Manager

WORKING HOURS: As set by the Supervisor

JOB GOALS: To work with the Business Office of Shonto Preparatory School, Inc. so that the fiscal affairs are completed efficiently, expeditiously and to the benefit of the school.

QUALIFICATIONS:

1. High school diploma or General Equivalency Diploma required; an Associate's degree preferred.
2. Demonstrates competence in the use of business machines, computer literate. Knowledge and understanding of State Procurement Statutes, regulations, decisions, directives and the ability to select and apply the guidelines to assigned purchasing actions.
3. Knowledge of office practices and procedures relating to the processing and recording of purchase orders.
4. Possess a current and valid Arizona Driver's License.
5. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all employment-related documents and forms.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

A. PERFORMANCE RESPONSIBILITIES:

1. Reviews and inputs requisitions and issues purchase orders for all services received, supplies, equipment staff travels, etc.
2. Works closely with vendors to verify product availability, prices, shipping/handling, delivery and taxes. Also negotiates discounts with vendors for quantity orders and discounts.
3. Obtains price quotes or advertises for sealed bids when required by procurement policy.
4. Prepares bid packages for goods and services in accordance with procurement policies. Prepares bid determinations, advertisements, analysis and awarding documentation for Governing Board consideration. Maintains bid files with required documentation.

5. Maintains a database that includes catalogs, Internet contacts, state and government contracts in order to obtain cost effective pricing. Maintains an updated bidders list.
6. Completes credit application when required for purchasing. Establishes new accounts with appropriate vendors.
7. Maintain updated vendor database within the Visions software.
8. Maintains a filing system for keeping purchase orders.
9. Assists departmental staff in utilizing the Visions Requisition module. Provides technical assistance and training as needed.
10. Coordinates with Inventory/Supply personnel on the replenishment of warehouse materials.
11. Assists in the annual preparation of Form 1099 reporting for year-end tax purposes. Verifies vendors' addresses and account numbers.
12. Assists student clubs in preparing purchase orders, invoices and other documents required for payment to vendors.
13. Assists student clubs in preparation of fund-raising activities: issuing cash box, tickets, forms, etc.
14. Prepares and processes all district deposits and maintains required documentation. Ensures deposits are made within the required time period.
15. Receives and disburses incoming mail.
16. Assists in the periodic review of property and inventory control.
17. Performs other related duties as assigned.

B. EVALUATION

Performance of this position will be evaluated in accordance with provision of the Board's policy on Employment Performance Evaluation System.

CERTIFICATION

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Shonto Governing Board of Education, Inc. functions for which I am responsible. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

APPROVED BY: _____ DATE: _____
(Immediate Supervisor)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)

**Shonto Preparatory School
Shonto, Arizona 86054**

POSITION DESCRIPTION

- TITLE:** Property Inventory Clerk
- EMPLOYMENT:** 12 months, Full-time
- SALARY:** Non-Exempt
- REPORT TO:** Business Manager
- WORKING HOURS:** Monday to Friday from 8:00 AM to 5:00 PM
- JOB GOALS:** To safeguard Shonto Preparatory School's investment in fixed assets and supplies through efficient and effective warehouse practices.

QUALIFICATIONS:

1. Candidate must possess a high school diploma or General Equivalency Diploma.
2. Candidate should have some college course work in business practices.
3. Candidate should have at least six (6) months of experience in warehouse organization and management techniques.
4. Candidate must be computer literate and have some knowledge of data management software.
5. Candidate must have the ability to lift a minimum of 50 pound boxes or equipment.
6. Candidate must possess a current and valid Arizona Driver License.
7. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all employment-related documents and forms.
8. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

A. PERFORMANCE AND RESPONSIBILITIES:

1. Maintains computerized fixed asset inventory which includes BIE and Shonto Preparatory School property.
2. Maintains Warehouse:
 - a. Issues supplies to all departments and prepares appropriate billing statements.
 - b. Maintains current catalog of all available supplies.
 - c. Submits quarterly reports regarding warehouse supplies and issues to report to the Procurement Specialist.
 - d. Maintains a perpetual inventory system of warehouse supplies.

3. **Maintains Fixed Asset Inventory:**
 - a. Enters all fixed asset purchase into the Visions software program.
 - b. Tags all equipment purchased by the School District.
 - c. Conducts annual physical inventory of equipment.
 - d. Maintains reports of all broken, damaged, stolen property and equipment.
4. Receives shipment of supplies and conducts inventory of shipment. Submits packing slips/shipment statement and invoices of all deliveries to Accounts Payable. Maintains a file of purchase orders and advises the Purchasing of shortages, damages, returns, double shipments, etc.
5. Assists in compiling data for the annual financial audit. Reports would be relevant to warehouse and fixed asset inventory.
6. Maintains a log of all equipment sent out for repair.
7. Maintains a log of all shipments received at the school warehouse.
8. Checks in/out assigned equipment to staff.
9. Act as a backup for all District copying, binding and filing.
10. Performs other duties as assigned.

B. EVALUATION:

Performance of this job will be evaluated in accordance with the provision of the Board's policy on Employee Performance Evaluation System.

CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Shonto Governing Board of Education, Inc. functions for which I am responsible. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

APPROVED BY: _____
(Immediate Supervisor)

DATE: _____

REVIEWED AND
AGREED TO BY: _____
(Incumbent)

DATE: _____