

JOB DESCRIPTION
Cumberland County School District

SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Purpose Statement

The job of Special Education Administrative Assistant/Bookkeeper was established for the purpose/s of providing a variety of secretarial/bookkeeper/assistant support to the Special Education department; establishing and maintaining department records; ensuring compliance of department records with mandated requirements; compiling reports; and monitoring assigned projects and/or program components.

This job reports to Director of Special Education

Essential Functions

- Compiles data (e.g. Easy IEP, Accounting Program, etc.) for the purpose of preparing reports or processing requests.

- Interacts with internal and external persons (e.g. phone, email, in person, etc.) for the purpose of receiving and/or conveying information.

- Coordinates assigned projects and/or program components (e.g. payments for conferences and meetings, travel requirements, department purchases, grant support, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.

- Inspects payroll and ensures all expenses are appropriately expended.

- Maintains a variety of manual and electronic documents, files, and records (e.g. Special Education student active and inactive files, Easy IEP, ePlan, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Processes a variety of documents and materials (e.g. purchase orders, check requests, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Prepares orders for educational supplies, receive bids and quotes for supplies and services.

- Coordinates and maintains Homebound paperwork with teachers, schools and parents.

- Processes vendor requests for payments, checks prices, verifies amounts received, scheduled delivery dates, shipping terms and reconciles discrepancies.

- Prepares a variety of correspondence, reports and other materials for the purpose of documenting activities, providing written reference, and/or conveying information.

- Attend regional and/or state meetings as required.

- Provide information and supporting documentation to State and Federal auditors.

- Prepares yearly budgets for the Special Education Department, which include IDEA Part B, Preschool and TEIS in both Federal and General accounts.

- Prepare a final expenditure report for the Tennessee State Department of Education when final budgets are closed.

- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Supports Director of Special Education and Special Education staff for the purpose of providing assistance with administrative functions.
- Process requisitions and purchase orders for all purchases from Special Education budgets.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference in accordance with administrative and legal requirements.
- Forward invoices to the payroll department for payment when the transaction is completed.
- Post hand-kept books monthly and keep a daily record of expenditures in order to have an accurate record of financial balances at all times.
- Prepare a monthly warrant reconciliation report on all federal funds to be reconciled with the trustee's balance.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation and office application software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School Diploma or equivalent.

Requirement

This is a non-certified position.

Certificates & Licenses

None specified

Continuing Educ./Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade