

Enterprise Elementary School District
Job Description

Job Title: Business Services Clerk (Confidential Position)
Department: Business Services
Reports To: Department Administrator or Designee
Range: D
Prepared By: Director of Human Resources
Prepared Date: May 25, 2021
Approved By: Board of Education
Approved Date: June 9, 2021

SUMMARY: Under the general supervision of the department administrator and/designee perform accounts payable, classified and/or certificated payroll and clerical functions of average difficulty, process leaves; provided work which provides an opportunity to learn the terminology, processes, programs and equipment of the District Office. Other duties will be assigned which reasonably relate to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assists with established processes and maintenance of District employee payroll for assigned personnel.
- Greet and assist guests/employees. Duties may include, but are not limited to, answering questions, providing explanation of pay, etc.
- May compile, assist and/or process timecards.
- May be responsible for or assist with verification of employment request, unemployment audits, workers' compensation payroll information, and other special surveys or information requests.
- Filing of electronic and/or hard copies into appropriate file
- May handle and/or assist with the collection of monies, deposits, reconciliation, reports, etc.
- May be responsible for and/or assist with the preparation of documents such as, but not limited to, letters, memos notices, spreadsheets, etc
- May be responsible for or assist with accounting duties as assigned such as, but not limited to, processing of purchase orders and invoices, recapping, balancing reports, calculating totals and subtotals.
- May be responsible for and/or assist with data entry, reconciliation, etc.
- May assist with the recording and processing of employee absences and leaves
- Processes daily: mail, phone calls and other related inquiries.
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); AA degree preferred; one year of directly related experience; knowledge of and experience with computers and related programs.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to assist with the writing of routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with employees, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.

Heather Cumbis
Superintendent

6/9/21
Date

B. H. H. H.
Board Approval (Clerk)

6/9/21
Date