

BOOKKEEPER/TECH. CTR. GR-8

BASIC FUNCTION

To perform various bookkeeping functions and a wide variety of clerical/secretarial and administrative tasks related to a specific educational program or administrative function.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform various bookkeeping functions: initiate and process financial documents related to operating budgets or special accounts; monitor financial activity; organize and maintain financial records; prepare related reports.
- Oversee and carry out various day-to-day departmental administrative functions.
- Perform regular secretarial duties for the department: answer phones and serve as department receptionist; type/print using word processor correspondence, reports, manuals, and the like; order office supplies; maintain appointment calendars; screen incoming mail; set up meetings; photocopy; and the like.
- Coordinate, initiate, prepare, process, and/or monitor various administrative/financial/operations forms, records, reports, schedules, and other documents, ensuring timely and accurate completion of documents by students, faculty, staff, parents, or others.
- Organize and maintain various departmental files and records, frequently involving cross-filing/cross-reference systems.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Develop and maintain various logs and other manual record-keeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Perform a variety of basic liaison functions with students, faculty, staff, parents, or other department/program constituency: explain policies/ procedures, answer various questions, coordinate services/assistance, handle special requests or problems, routing to senior staff members as appropriate.
- Perform other specialized or technical administrative tasks related to the department's primary function.
- Confer regularly with immediate supervisor, other department/District personnel, and/or various firms/organizations/individuals outside the District to plan and coordinate activities, exchange information, resolve problems, and the like.
- Train and oversee the work of junior staff members or student assistants.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate to minimal supervision is received from a department head or other senior staff member or administrator.

MINIMUM QUALIFICATIONS

Associate's degree in business or other appropriate discipline, plus two to three years of relevant bookkeeping experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical/secretarial skills.

- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems desirable, and possibly required.
- Good reading, writing and math skills.
- Ability to multi-task and work in a fast-paced environment.
- Ability to deal effectively with a wide variety of District personnel, students, and/or outside individuals/organizations.

.....
This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.