

JOB DESCRIPTION

Job Title: *Budget and Operations Clerk (5561)*

Job Summary:

The job of Budget and Operations Clerk is done for the purpose/s of performing varied bookkeeping and clerical work in maintaining budgets for program accounts. This may require adjusting entries and encumbrance procedures or maintaining cost accounts and some statistical work. Other related clerical work will be performed as required by the program.

Essential Functions:

- ▶ Checks/prepares claims for payments (mileage claims, etc.) for the purpose of reimbursement to appropriate recipients.
- ▶ Checks/verifies expenses on a variety of bills for the purpose of ensuring accuracy and appropriateness of charges.
- ▶ Maintains a variety of financial records for the purpose of compiling quarterly expenditure claims.
- ▶ Maintains balances of budget accounts for the purpose of ensuring that appropriate funds are available.
- ▶ Maintains inventory of items purchased for all sites for the purpose of maintaining an accurate inventory list.
- ▶ Maintains/updates organizational chart, time sheets, staff calendars, monthly attendance reports, and budget numbers for the purpose of maintaining accurate information to be distributed to Tulare County Office of Education.
- ▶ Monitors paper flow for the purpose of ensuring that appropriate signatures have been obtained and that items are budgeted and coded correctly.
- ▶ Performs a variety of general clerical duties in maintaining records and preparing reports for the purpose of completing work accurately within given time lines.
- ▶ Posts amounts to appropriate ledgers of accounts for the purpose of maintaining budgets for program accounts.
- ▶ Prepares purchase order requests, warrants, and miscellaneous invoices for the purpose of ensuring that items are ordered, coded or taken care of in a timely manner.
- ▶ Reads/checks computer generated reports, lists and forms for the purpose of ensuring work is completed accurately within given time lines.
- ▶ Types documents, reports, lists and forms involving department transactions for the purpose of ensuring work is completed accurately and within given time lines.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - perform the clerical work of accounting using independent judgement and initiative;
 - post data and make arithmetical computations rapidly and accurately;
 - detect errors in data reported and processed;
 - operate standard office machines;
 - understand and carry out oral and written directions.
- ▶ **Knowledge of:**
 - methods and practices of financial record keeping;
 - bookkeeping methods and terminology;
 - office methods and procedures;
 - functions of data processing;
 - computerized accounting programs.
- ▶ **Ability to:**
 - prioritize work and multi-task assignments;
 - work accurately with a general ledger;
 - maintain budget and cost accounts;
 - maintain good communication and relationships with clients and Tulare County Office of Education staff.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job-related experience is required preferably in accounting or data processing.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Targeted job-related education that meets organization's prerequisite requirements.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Department of Justice and FBI Fingerprint Clearance.
- ▶ Valid California Driver's License and proof of automobile insurance.

February 2001

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.