

Job Summary:

The job of After School Account Specialist - After School Programs was established for the purpose/s of assisting CHOICES After School Programs (CASP) with ensuring that specialized tasks and program projects are completed, processes for organization and monitoring of daily program-related tasks are maintained, workshops and trainings are organized, data is collected for program evaluation, purchasing and inventory of site supplies and effective communication and collaboration with project participants and programs as well as other staff is provided to complete assigned tasks or projects that directly support after school programs.

Essential Job Functions:

- Answers/Greets visitors, co-workers, outside agents, clients, and community members for the purpose of furnishing information and making referrals to proper sources that would support the work of maintaining quality after school programs.
- Assists CASP for the purpose of disseminating information to programs/project participants that support facilitation of the program/project.
- Assists in gathering, organizing, and processing data for the purpose of compiling reports and facilitating project growth.
- Assists with the research of after school program frameworks and statutes for the purpose of providing program support compliant with statutory and program guidelines.
- Communicates with the CASP Director, program staff and project participants for the purpose of ensuring project objectives and requirements are met.
- Communicates with various program stakeholders and organizations for the purpose of maintaining clear communication and for keeping current on project changes and needs.
- Coordinates scheduling of meetings and makes necessary arrangements for the purpose of facilitating in- house project meetings as well as off-site commitments.
- Enters program data for the purpose of ensuring the completion of required forms and reports necessary for maintaining program quality and operation effectiveness.
- Maintains accurate records for the purpose of ensuring that documentation is organized and available.
- Maintains schedules of project appointments, meetings, trainings, and workshops for the purpose of keeping program and project participants informed and ensuring maximum usage of resources to programs.
- Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner.
- Identifies/resolves implementation obstacles for the purpose of developing or facilitating implementation of project goals.
- Innovates/creates new techniques and standard operating procedures to increase program efficiency.
- Monitors/resolves compliance issues related to the program for the purpose of operating within compliance.
- Provides training and/or awareness for diverse audiences for the purpose of increasing knowledge, capabilities, effectiveness, and capacity.
- Provides translation at student/parent meetings/orientations.
- Drafts independent contracts, memorandum of understandings and agency agreements with partner districts and outside agencies. Maintains records of cost-to-date to assure contracted amount is maintained.
- Creates database/spreadsheets/tracking systems for the purpose of ensuring that data is maintained and collected for the documentation requirements.
- Inputs data (accounts receivable/payable, requisitions, purchase orders, invoices, deposits, budget revisions, journal entries, budget breakdowns, mileage claims, small claims, program deposits, Cal-Card repots), records, reports, inventories, and correspondence.
- Processes purchase requests and monitors balances for the purpose of ensuring that operations are implemented within budget compliance and funding regulations.
- Maintains balances of budget accounts for the purpose of ensuring that appropriate funds are available.
- Checks/verifies expenses on a variety of bills for the purpose of ensuring accuracy and appropriateness of charges.
- Communicates with vendors through the entire purchasing process including issues with products and or delivery.
- Checks/prepares claims for payments (mileage claims, small claims, request for payments, out of counties, etc.) for the purpose of reimbursement to appropriate recipients.
- Composes/prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets, medical, orientation Power Point, and packets of information for the purpose of communicating with employees, students, parents, and the general public.
- Proofreads, all documents for the purpose of ensuring accuracy of information, as well as grammar, word usage, syntax, spelling and punctuation.
- Translates letters, memoranda, forms, plans, reports, and file systems including electronic methods for the purpose of effectively communicating with after school children and families.
- Tracks/Inventories equipment, materials, and resources in collaboration with peers for the purpose of ensuring an adequate supply across the program areas. Maintains inventory of items purchased for all sites for the purpose of maintaining an accurate inventory list.
- Verifies and audits data prepared manually against information input into computer system.
- Coordinates transportation and or transport students, as needed, for after school sites as needed for special events and or sport games.

- Maintains travel log to ensure all travel needs and requirements are met.
- Coordinates travel arrangements for GASP team, hotel, car, flight, registration and process out of counties.
- Interviews prospective candidates, completes and processes request for hires (part time/short term), provides training to all new staff, as needed, process/budget monthly time sheets, creates and maintains confidential files for part-time short-term staff.
- Organizes, compiles, and uploads documents needed for grant audits. Maintains communication with COE and CASP/TCOE audit team through the audit process.
- Performs other duties as assigned for the purpose of facilitating the needs of the job

Skills, Knowledge and/or Abilities Required:**Skills to:**

- research the Education Code.
- operate standard office equipment including a computer and software programs, copier, telephone, scanner, fax, etc.
- give presentations to groups of various sizes and backgrounds.

Knowledge of:

- Tulare County Office of Education policies and procedures.
- ASES regulations and guidelines.
- correct English grammar, spelling and punctuation.
- modern office methods, practices, and procedures.
- word processing software, Excel, Google Docs, Adobe PDF, and Adobe Photoshop software.

Ability to:

- communicate effectively with others, orally, and in writing.
- collaborate effectively with parent groups.
- establish effective working relationships with program staff and the public.
- coordinate meetings and organize projects.
- give attention to detail.
- organize and process records.
- operate standard office equipment.
- work a flexible schedule including evenings and weekends if needed.
- travel throughout the county using own vehicle.
- speak English and Spanish is desired.

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. 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. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Job-related experience with increasing levels of responsibility is preferred.
- Three years of experience working with After School Education and Safety (ASES) funded programs is preferred.
- Two years of accounting experience required.

Education Required:

- Bachelor's Degree is preferred.

Licenses, Clearances, Certificates, Testing and/or Bonding Required:

- Valid Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Clearance.
- Typing certificate verifying 50 net words per minute

FLSA Status: Non- Exempt**August 2022**

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.