



Lewiston-Altura Public Schools, ISD #857 – Job Description

Job Title: **DISTRICT SUPPORT ASSISTANT/FINANCE CLERK**
Department/Section: Support - Confidential
State Job Match: 238
Title of Immediate Supervisor: Superintendent of Schools

JOB SUMMARY -- This position provides assistance in the administration of school district operations, receiving and monitoring revenues, and coordinating regular and special transportation of students.

Task No. and DESCRIPTION

1. Reconciles District bank accounts and student activity account. Codes and records district revenues and prepares appropriate deposit information.
2. Prepares cash flow forecast information and recommends transfer of resources (liquid asset account, etc.), and borrowing needs.
3. Prepares checks for student activity accounts.
4. Provide support in developing the Revenue Budget.
5. Assists in preparation of LTFM Budget.
6. Compiles payroll information for use in Special Education funding and maintains information on the state's EDRS system.
7. Assists Superintendent in preparation of reports for Board and State and Federal Programs such as transportation, student accounting, free and reduced lunch applications.
8. Prepare Purchase Orders for orders and payments and applies correct account coding as necessary.
9. Prepares and mails invoices.
10. Prepare credit applications and tax exemption certificates.
11. Enter new vendors and collect W-9 forms.
10. Prepares all advertisements for the district, including employment opportunities, bids, etc.
11. Prepares and compiles agenda documents for School Board, Community Education, Policy Review, and Health & Safety meetings.
12. Assist Transportation Supervisor with bus and van routes for transporting students.
14. Helps coordinate end of the year audit information compilation.

Lewiston-Altura Public Schools, ISD #857 –District Support

15. Maintains employee leave records including sick, personal, vacation, compensatory time.
16. Works with the district's workers' compensation insurance company regarding employee claims. Answers questions and enters claims on behalf of employees.
17. Monitors and verifies Student Open Enrollment Information.
18. Addresses complaints from parents and bus drivers and determines whether to handle problems related to bus transportation or to refer them to the Superintendent.
19. Attends Community Education, Health and Safety, and Policy Review Committee meetings, and takes minutes.
20. Updates district website with Policy revisions after approval by Policy Review Committee and School Board.
21. Completes annual transportation report for MDE.
22. Completes annual Community Education Report.
23. Provide support to Community Ed Coordinator and Activities Director in scheduling district facilities for use by student groups, non-profit organizations, and for-profit events.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks, which may be assigned to this position.

QUALIFICATIONS: Post-secondary accounting training and experience. Good communication skills. Excellent data entry skills.

Estimated length of time required for new entrant to achieve acceptable level of proficiency:
One year.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent and works in various capacities with administrative, service, and support staff.

TERMS/CONDITIONS OF EMPLOYMENT: Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

PERFORMANCE REVIEW: Annual evaluation by Superintendent of Schools.

Updated May 14, 2007

Updated December 10, 2012

Updated May 23, 2017