

SACC CHILD CARE SECRETARY/BOOKKEEPER

Purpose Statement

The job of SACC Child Care Secretary/Bookkeeper was established for the purpose/s of providing a variety of secretarial and financial support to Child Care department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to SACC Supervisor

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles financial data (e.g. payroll, attendance records, billing information, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. weekly billing, deposits, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors financial procedures with individuals responsible for child care site financial operations for the purpose of providing services within established guidelines.
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
- Prepares a variety of correspondence, reports and other materials (e.g. purchase orders, supply requisitions, deposits, generates weekly billing, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, account receivable, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. District staff, parent questions, site leaders, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; bookkeeping/accounting practices; codes/laws/rules/regulations/policies; and English grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. 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.

Working Environment

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 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing
Pre-employment Proficiency Test

Continuing Educ. / Training
None Specified

FLSA Status
Non Exempt

Certificates & Licenses
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade
Classified 6