

## CLERK I – Business and Accounting

### DEFINITION

Under general supervision, to perform a wide variety of responsible and confidential clerical work; to assist parents and staff in the daily operations of Temecula Preparatory School. *This position is designated as confidential.*

### SUPERVISION

Direct supervision from the Accounting Technician.

### ESSENTIAL DUTIES

- Understand and apply the vision and mission of Temecula Preparatory School.
- Support administration in the daily operations of the organization.
- Provide accounting and business services.
- Provide departmental support for business services, athletics and activities, ASB and guidance.
- Assist parents, students, staff and the general public as needed.
- Accurately, swiftly, and cordially respond to a broad range of inquiries, verbal and written, incorporating appropriate school policies.
- Understand and maintain compliance with district, state, federal and other agencies.
- Compile and type various detailed reports and statistical data.
- Compose and type routine correspondence independently or from brief verbal instructions or notes.
- Oversee and manage a variety of office equipment including copy machines, fax machines, printers; document and communicate issues as needed.
- Provide services, which assist in maintaining an atmosphere, attitude, and action conducive to a learning environment.
- Perform other duties as assigned by Administration.

### EDUCATION

- Any combination of training, education, and experience equivalent to an Associate of Arts degree or evidence of vocational training and/or skills sufficient to perform the duties as described.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of computer technology and its application in office automation.
- Proficient skills in computer technology including software associated with spreadsheets (Excel), databases, word-processing (Microsoft Word, Publisher); internet and networking basics.
- Experience with accounting basics and accounting software.
- Ability to plan, prioritize, and organize work.
- Ability to perform responsible and timely clerical work.
- Understand and carry out verbal and written directions.
- Ability to understand and prepare reports.
- Type at a net correct speed of 50 wpm.
- Establish and maintain cooperative working relationships.
- Communicate accurately, effectively, courteously, verbally and in writing, to a diverse audience often under busy and/or difficult situations.
- *Maintain confidentiality.*

### PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Ability to lift, carry, push, and pull objects frequently up to 20 pounds.

- Perceive the nature of sound, near and far vision, depth perception, providing verbal information, the manual dexterity to operate business related equipment, handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**REQUIREMENTS**

LiveScan fingerprint clearance

Possession of a valid clearance from TB.

Possession of a valid CPR and First Aid certification.

**WORK SCHEDULE**

5 days per week, as per contract.