

GILA CROSSING COMMUNITY SCHOOL

Position Description: Accounting Technician

Reports to: Chief Financial Officer

Overview: Performs a variety of clerical and accounting duties in support of Gila Crossing Community School. Primarily responsible for assisting in the clerical and accounting duties of the Administrative Business office.

Qualifications:

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide a EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. High School graduate or equivalent or at least one years experience in a related field such as accounting or finance.
6. Ability to safely and adequately operate various types of office machines such as; fax, copy machine, computer, adding machine, and typewriter etc.
7. Some knowledge of various reports that may be required in an education office.
8. Some knowledge of accounting procedures in the operation of education programs.
9. Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
10. Physical and emotional condition adequate to meet the demands of assigned duties and responsibilities.
11. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
12. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.
13. Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment at Gila Crossing Community School and the Gila River Indian Community.

Duties and Responsibilities:

- Responsible for the preparation (purchase order, requisitions, check preparation, payment processes, banking transactions, inventory requirements) as it relates to school business.
- Responsible for assisting in all Administrative Business Office functions such as budget preparation and general housekeeping and records management.
- Responsible for assisting and participating in special training sessions for all administrative staff that will help improve work flow and improve cost saving measures.
- Reviews and makes recommendations for department operation practices, such as record keeping system, form controls (personnel contracts, vendor contracts) office layout, personnel and budgetary requirements.
- Under the direction of the Chief Financial Officer incumbent helps in the preparing of all accounting, and personnel documents for the school.
- Assists with all clerical duties in the Administrative Business office.

- Operates various office machines such as; faxes, computers, typewriters, copy machines, etc.
- Assists other administrative staff in reviewing and completing all necessary reports related to the operation of the school.
- Provides assistance to the Executive Secretary in completing all documents and reports for the Administrative Business office.
- Performs other duties and tasks as required by the administrative office as they relate to the school.
- Conducts duties and responsibilities in accordance with the Gila Crossing board of Trustee's approved Policies and Procedures and Personnel Manuals.
- Assists other administrative staff in assuring timely completion of tasks such as time sheets, personnel documents, etc.
- Assist official visitors and consultants to the school with their communication and other logistical support concerns.
- May be asked to intercept telephone calls and redirect to appropriate person depending on the nature of the call.
- Assist Chief Financial Officer in maintaining a calendar based on the knowledge of planned previous commitments and schedules appointments as directed.
- Maintains time and attendance, payrolls and other personnel documents.
- Maintain records for payment of employee health benefits.
- Performs other duties as assigned.

Physical Requirements:

Extensive sitting with some stooping/bending, walking, standing and lifting.

Work Environment:

Work environment is indoors, in an office setting, must be able to work with interruptions.

Terms of Employment:

This is a contract position. Will work 8 hours per day; 12 months per school year.