

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana, AK 99760
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Telephone (907) 832-5464
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FINANCE I

REPORTS TO: Director of Business Services
DATE of DESCRIPTION: August 16, 2007
JOB CLASSIFICATION: Clerical Services
SKILL CLASSIFICATION: Grade H

NATURE AND SCOPE OF JOB:

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Perform other duties as assigned by Director of Business Services

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities
2. Demonstrated positive speech skills (enunciation and clarity)
3. Ability to think clearly and calculate accurately
4. Ability to work with people of various personality types (flexibility)
5. Possess and demonstrate sound emotional judgement
6. Effective organizational skills.
7. Ability to follow and successfully complete written and oral directions
8. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.

PHYSICAL DEMANDS:

1. Lower body strength to kneel, stand, and walk throughout the workday.
2. Upper body strength to correctly lift up to 20 pounds and carry more than 25 feet.
3. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
4. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms normal speech levels.

ENVIRONMENTAL DEMANDS:

EQUIPMENT USED:

1. Computer
2. Copier
3. Fax Machine
4. Other standard office equipment

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

FINANCE I

(Continued)

1. AA or BA Degree with emphasis in Accounting, Business, Finance or related field
2. Pass State of Alaska background check at own expense (fingerprint check)
3. Valid First Aid and card preferred.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-