

HOOD RIVER COUNTY SCHOOL DISTRICT CONFIDENTIAL JOB DESCRIPTION

Job Classification: Federal Programs Secretary/Bookkeeper

Job Purpose Statement: The Federal Programs Secretary/Bookkeeper monitors and maintains the financial records for Federal Grants including tracking expenditures vs budget, processing grant receipts and accounts receivable, and providing monthly and annual financial reports in compliance with district accounting standards. This position is under the supervision of the Director of Curriculum and does not supervise other employees.

Essential Job Functions:

- **Monitor and Track** financial activity in Federal Grants and other assigned programs to ensure that allocations are accurate, expenditures are within budgets, related revenues are requested and received, and proper fiscal practices are followed.
- **Prepare** monthly Grant Status reports for review by Cabinet and/or the Director of Curriculum. .
- **Monitor** monthly payroll expense vs projected for each Federal Grant; investigate and resolve any differences. Research and resolve discrepancies in financial information and/or documentation.
- **Provide** assistance to other employees as requested to ensure compliance with Grant-related expenditures and activities district-wide, including instruction on the proper Funds, Budget Codes, and Accounts to use for various purposes.
- **Calculate and Track** expenditure of Federal Grant carryover funds to ensure carryover requirements are met (i.e. maximum allowed amounts and timing of expenditures).
- **Prepare** monthly cash reimbursement requests for all Federal Grants; submit to ODE through the EGrant Management System (EGMS).
- **Prepare** General Ledger accounting entries for Federal Grants including indirect expense, other journal entries, transfers, and budget adjustments.
- **Maintain** fiscal information, files, and records for grant funds and other special revenue funds.
- **Prepare** written documentation (e.g. reports, schedules, and correspondence) related to Federal Grants as requested.
- **Oversee** the District's Time and Effort tracking program.
- **Assist** auditors with the annual financial audit as it relates to Federal Grants.

Other Job Functions:

- **Assist** with Federal Grants budget development.
- **Provide** assistance to the Director of Curriculum in other areas as requested.

Job Requirements – Qualifications:

- **Experience Required:** At least two years of prior job-related experience in accounting or bookkeeping. Extensive knowledge of Microsoft Excel.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate standard office equipment including computer applications, telephone systems, copiers, calculator and postage machine. **Knowledge** of appropriate English language usage in both written and verbal forms, including use of correct spelling, grammar and punctuation. In-depth knowledge and understanding of scope and eligible activities for all grants being administered. Working knowledge of Pentamation Reports and queries including Expenditure Status reports, Audit Trails reports, and Revenue Status reports. **Understanding** of the Chart of Accounts system for Oregon school districts and the specific budget codes and accounts used by Hood River County School District and basic bookkeeping concepts and methods. **Abilities** to work independently and to understand and carry out oral and written instructions. Significant physical abilities include prolonged sitting/standing; repetitive reaching/handling; occasional lifting, pushing and pulling loads of up to 30 pounds; frequent bending; talking/hearing conversations, near visual acuity/visual accommodation.
- **Education Required:** High School diploma or equivalent; Coursework or training in basic bookkeeping.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; District pre-employment drug screen clearance; Annual Blood Borne Pathogen training; Annual Mandatory Child Abuse Reporting training; approval for bonding.

Physical Requirements:

1. In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No
4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, _____ have read and received a copy of this
PRINT and SIGN YOUR NAME HERE
job description, and understand that a copy of this job description will become part of
my personnel file.