

**RIPON AREA SCHOOL DISTRICT**  
**Office/Finance Specialist**

Department: Clerical Support Staff

Job Title: Office/Finance Specialist

Qualifications: Accounting Associate Degree preferred or equivalent experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.  
reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience: One or two years of accounts payable experience. Experience in purchasing and accounting preferred. Experience with the ALIO Accounting System preferred.

Other requirements: Fast and accurate keyboard entry and calculator skills, excellent organizational skills, knowledge of and experience with a variety of computer software applications in word processing, spreadsheets, and ALIO and detail oriented with high level of accuracy.

Ability to handle multiple tasks in a fast-paced environment, ability to maintain confidentiality of all functions, ability to follow up on pending issues, ability to work well with others, ability to establish priorities and meet deadlines, ability to work with minimal direction; self-starter, ability to be productive and efficient, knowledge of accounting systems (i.e. ALIO), ability to communicate with persons at all levels in the school community, strong sense of personal and professional ethics, attend work on a consistent basis; punctual, strong customer service focus, ability and willingness to learn new skills, take on new tasks and adapt to change.

Reports to: Principal (Directly) and Business Manager (Indirectly)

Job Goals: Coordinates the processing of purchase orders and accounts payable, process student curriculum and supply orders, lesson requests and membership payments, invoices and maintains student accounts.

Essential Job Functions/Responsibilities:

1. Place curriculum and supply orders with vendors as needed. Process staff internet reimbursement requests.

2. Submit technology requests for students.
3. Code items, such as invoices, orders, lesson requests with correct account codes conforming to WUFAR standard procedures to ensure proper entry into the financial system.
4. Handle all vendor correspondence via phone or email.
5. Investigate and resolve problems associated with processing of invoices and purchase orders.
6. Process purchasing card transactions, ensuring compliance with documentation requirements and expense policies. Reconcile the monthly statement with the bookkeeper.
7. Ensure all purchases from vendors are set up with tax exempt agreements.
8. Invoice families if purchasing exceeds the student allotment or for student withdrawals.
9. File, maintain, and distribute accounting documents, records, and reports.
10. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members, with a focus on quality customer service.
11. Remain free of alcohol or illegal substance in the workplace throughout employment in the District.
12. Perform other duties as assigned.

Terms of Employment: 12-month, full-time position

Evaluation: Performance shall be evaluated annually, in accordance with Provisions of the Board of Education policy on administrative Personnel.

I read and understand this job description and can fulfill the essential functions listed.

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Signature

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Date

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Print Name

## PHYSICAL DEMAND ADDENDUM

### PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladder to reach heights that are ceiling high and use standard file cabinet in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises.

Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

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Signature

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Date