



DEPARTMENT SPECIALIST – CTE/EIC

Job Overview

The job of Department Specialist – CTE/EIC (Career and Technical Education/Entrepreneurship and Innovation Center) was established for the purpose/s of performing the more complex clerical and administrative financial and accounting-related duties related to the CTE/EIC programs.

This job reports to the Director of CTE/EIC.

Job Functions

- Performs a range of administrative financial and accounting-related duties including compiling budgetary requests, creating requisitions, issuing purchase orders, handling accounts payable, managing inventory, and preparing and processing various financial information.
 - Manages the federal budget and all financial information and records related to CTE/EIC.
 - Collects funds, issues receipts and makes deposits.
 - Compiles financial information including accounts payable/receivable and reconciles accounts.
 - Maintains financial records and ensures compliance with district policy and state and other guidelines.
 - Monitors and researches any discrepancies of financial information and/or documentation for the purpose of ensuring accuracy, fiscal responsibility, and adhering to established procedures prior to processing.
 - Orders supplies and tracks shipments.
 - Tags and tracks inventory; and conducts master inventory count annually,
 - Tracks budget allocation and expenditures.
 - Prepares documentation for payroll department on certified, classified staffs and substitutes, etc.
 - Responds to inquiries and/or initiates requests for information (staff, administration, vendors, warehouse, District staff, etc.) regarding financial information for the purpose of providing information, direction, purchasing, and/or referral.
 - Proofreads and edits materials.
 - Maintains necessary record keeping system and records.
- Performs a variety of clerical and administrative duties.
 - Answers telephone and emails and routes appropriately.
 - Distributes mail, packages, supplies.
 - Schedules meetings, assists with staff travel and travel related paperwork.
 - Prepares a variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
 - Monitors, maintains, and communicates with appropriate personnel for the maintenance of the equipment.
- Assists with the scheduling substitute teachers.
- Assists with the marketing and branding of department and programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Generally, the job requires 70% sitting, 10% walking, and 10% standing.



Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Qualifications

Minimum experience: Job related experience is preferred.

Minimum education: High school diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Thorough knowledge of proper telephone etiquette.
- Knowledge of office management and organizational methods.
- Working knowledge of pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.
- Working knowledge of budgeting and purchasing.
- Skill in using one or more pieces of special office equipment.
- Skill in problem solving and conflict resolution.
- Ability to make decisions on various transactions concerning municipal accounts or documents.
- Ability to calculate accurately, read a variety of manuals and write documents following prescribed formats.
- Ability to answer inquiries that require thorough knowledge of departmental policies and procedures.
- Ability to perform accounting-related duties.
- Ability to prepare and maintain accurate records and compose a variety of documents.
- Ability to establish and maintain effective working relationships.
- Ability to deal courteously with the public.
- Ability to communicate effectively both orally and in writing.

Required Testing: None Specified.

Continuing Education/Training: None Specified.

Required Certificates and/or Licenses: None Specified.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.