

## **Job Description**

**GRANT FUNDED**

**Job Title:** Account Technician III – Federal Programs

**Supervisor:** Program Administrator

**Job Classification:** Non-Exempt

**Pay Grade:** 21

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing clerical office support.

### **Essential Duties**

1. Performs bookkeeping functions MUNIS ERP.
2. Performs all entering and executing of services and goods for grants (requisitions, purchase orders, receiving, spend card).
3. Performs general clerical tasks including correspondence, filling, coping, meetings, travel arrangements, scheduling, document distribution, typing, record keeping, and public relations.
4. Distributes copies and files financial records.
5. Serves as primary office staff for Federal Programs.
6. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Program Administrator or other appropriate administrator.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of a standard high school diploma. Some knowledge of bookkeeping terminology and methods. Ability to make simple mathematical computations. Ability to prepare and maintain simple financial records. Ability to understand and follow oral and written instructions. Ability to file alphabetically and by date. Ability to answer the telephone in a pleasant manner. Ability to operate standard office equipment.

### **Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Programs Administrator

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Account Technician III – Federal Programs will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 02/2023 CR