

# Yukon OK

## Assistant Encumbrance Clerk (40009656)

### JOB POSTING

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#### Job Details

*Title*

**Assistant Encumbrance Clerk**

*Posting ID*

**40009656**

*Description*

**TITLE: ASSISTANT ENCUMBRANCE CLERK**

**JOB SUMMARY:** The assistant encumbrance clerk must maintain a working knowledge of federal and state requirements for expenditure of public money. The clerk will ensure accurate processing and recording of District monies, provide timely and accurate financial information, participate in data entry for processing, and work with other personnel to support business office and District functions. The clerk will ensure expenditures are made in accordance with relevant laws and regulations and provide leadership and support related to OCAS coding.

#### **ESSENTIAL FUNCTIONS:**

##### **Oklahoma Cost Accounting System (OCAS), Accounting**

- Coordinate OCAS coding of program expenditures; foster OCAS coding integrity in purchasing, budgeting, and reporting; maintain in depth knowledge of OCAS coding
- Collaborate with the Encumbrance Clerk and CFO to develop and maintain accurate and appropriate OCAS coding
- Provide support to accounts payable and treasurer on a seasonal/demand basis (e.g. 1099 preparation and distribution; audit preparation, etc.)
- Complete and file timely reports as required by IRS, State Department of Education (SDE), and all other agencies of local, state or federal government
- Collaborate with the CFO to provide up to date budget information and support to site and district leaders
- Communicate with outside agencies (e.g. state auditors, Child Nutrition, Grants Management) for documenting activities and complying with established financial, legal and administrative requirements; maintain financial documents, files, and records for ensuring the availability of information that is in compliance with established policies and regulatory guidelines.
- Coordinate with Chief Financial Officer and other personnel to complete required SDE reports (OCAS reports)

##### **Federal Programs (Title Programs, IDEA, Carl Perkins, Awards Based Grants, etc)**

- Coordinate OCAS coding of federal program expenditures with accounts payable, payroll and SPR reporting
- Providing support with general level business office functions such as OCAS coding; account reconciliation; budget setup, etc.
- Provide support, as needed or requested, with the purchasing process related to grants, to include but not limited to, pricing, invoicing, etc.

##### **Child Nutrition**

- Provide support, as needed or requested, with the purchasing process related to child nutrition, to include but not limited to, pricing, invoicing, etc.

##### **Encumbrance Management**

- Process requests related to the encumbrance and expenditure of District funds, including but not limited to generating Purchase Orders, paying invoices, and managing vendors records.
- Keep complete and accurate records of the purchases made using District funds, including maintenance of electronic records that may include scanning of paper documents for electronic storage

- Review purchase requisitions to ensure all necessary documentation is presented before Purchase Orders are created
- Review invoices to ensure all necessary documentation is presented and goods or services have been received before payment is rendered
- Maintain appropriate documentation including but not limited to encumbrance registers, Purchase Orders, invoices, IRS forms (e.g. Form W-9, Form 1099), etc.

#### **EDUCATIONAL/TRAINING REQUIREMENTS:**

- High School Diploma or GED equivalency required; Associate's Degree or equivalent job specific training preferred
- 2 or more years of experience working with accounts payable, treasury or related experience preferred
- Demonstrate working knowledge of basic office procedures, basic accounting principles, data entry, and a variety of computer applications (e.g. Word, Excel, payroll software, etc.).
- Command of math calculations, as they relate to finance (fractions, percents, ratios, addition, subtraction, multiplication, division, whole numbers, decimals, rate).
- Maintain extensive knowledge of District software used to support accounts payable and treasury functions (e.g. IVisions, etc.); maintain working knowledge of Microsoft Office Documents (e.g. Word, Excel, etc.); ability to learn and maintain knowledge of a variety of local, state, and federal reporting.

#### **WORKING CONDITIONS:**

- Generally, the job requires 80% sitting, 10% walking, and 10% standing.
- Requires fine finger dexterity to use office equipment, office technology, and maintain accurate filing systems.
- Must regularly lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.
- May experience constant interruptions, inflexible deadlines, and changes to normal routines; ability to work a flexible schedule as needed to meet production deadlines; ability to use problem-solving and analytical skills to identify concerns and solutions with data, software, and procedures; must complete a high volume of computer use and input a high volume of data with speed and accuracy, including confidential data.
- Ability to communicate and coordinate with a diverse range of personnel (e.g. support staff, administrators, co-workers); must maintain strict confidentiality.
- Ability to respond to all business office employee and vendor inquiries with a customer-focused demeanor

#### **TERMS OF EMPLOYMENT:**

- 237 day contract (8 hours per day, 7:30am-4:30pm)
- Generous Leave Program: 10 days of sick leave; 3 days of personal leave; 3 days of annual leave; 10 days of vacation leave (opportunity to increase to 15 within 10 years); summer flex schedule; sick leave sharing program; and 5 days of bereavement.
- Health Insurance for the employee; Vision insurance for the employee; and \$10,000 life insurance policy for the employee.
- Pay Scale (based on like experience with similar level of responsibilities and functions):

**STATUS:** Non-exempt Support

**EVALUATION:** This job description is not designed to cover or contain comprehensive listings of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice. Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy of evaluation for support personnel.

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**\$20.94 - \$23.77 / Per Hour**  
**Administration Building**

#### **Applications Accepted**

*Start Date*                      **03/13/2024**

#### **Job Contact**

*Name*  
*Email*

**Jason Johnson**  
**jason.johnson@yukonps.com**

*Title*  
*Phone*

**Chief Financial Officer**  
**(405) 354-2587**