

Idaho Distance Education Academy

Position: Encumbrance Clerk **Location:** I-DEA Business Office
Reports to: Business Office Manager **Classification:** Classified Staff

Summary or Purpose:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, the Encumbrance Clerk assists the Business Office Manager in the daily operation of the business office.

Qualification Requirements:

- Minimum Education – High School Diploma or equivalent (Bachelor Degree preferred)
- Positive Interpersonal Skills
- Strong Clerical Skills
- Demonstrate Computer Skills
- Knowledge of Home Schooling or Education models preferred
- Such other qualifications as the administration may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain a professional dress code.
2. Must be punctual.
3. Data entry into ordering/reimbursement database; Updates.
4. Maintain all student encumbrance paperwork. Verify all requests against district and state regulations.
5. Contact private instructors and facilities and maintain list of qualified providers.
6. Must have strong ability to multitask and attention to detail.
7. Respond to phone calls and e-mail in a timely manner; Communicate with staff and families.
8. Assisting Business Office Manager with special projects.
9. Other duties as assigned.

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I-DEA Encumbrance Clerk JOB DESCRIPTION (Cont.)

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

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.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.
