

Killeen Independent School District Job Description

Job Title: Transportation Billing Clerk
Department: Transportation Services
Reports to: Director for Transportation Services
FLSA Status: Non-Exempt

SUMMARY

Serves as billing clerk with primary responsibility for the transportation field trip account; encumbers customer funds as trips are approved and completes billing process once trip is complete; generates required status reports. Serves as a substitute bus driver or monitor as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Uses district-provided software to encumber customer funds as trips are approved and invoice for payment once trip is complete. Examines past due billing and payment actions.

Coordinates with campus and departmental users and vendors to ensure accurate and timely billing and payment.

Investigates causes of trip billing issues and respond accordingly.

Processes and maintains backup documentation in support of the transportation trip billing process.

Confers and cooperates with management personnel in formulating transportation trip billing policies and procedures.

Serves as a substitute bus driver or monitor as needed, perform duties and functions of these positions and maintain all licenses and certifications required to perform these duties.

Uses district-provided technology to prepare and submit purchase orders, DPR reimbursements, payment documents, and other information as required by the department.

Uses district-provided technology to compose and prepare correspondence, memoranda, reports, forms, and similar materials in final form; submits documents to appropriate entity upon completion.

Receives visitors and telephone calls and answers questions which require knowledge of departmental procedures; screens those which can be handled without director's help.

Determines priorities and maintain controls to ensure a timely accomplishment of tasks.

Assists other office personnel with duties necessary for continual transportation operations functions.

Performs other tasks that may be assigned by the appropriate supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must possess a high school diploma or hold a general education degree (GED) certificate. Experience as a public school secretary preferred. Three years of general clerical/secretarial experience or 15 semester hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, teachers, students, parents and the general public.

COMPUTER SKILLS

Must be able to operate an IBM-compatible computer, utilizing the District's standard software products, plus any additional software that may be unique to the position.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data-entry test and have a minimum 7,000 kph with 7 errors or less.

OTHER SKILLS AND ABILITIES

Ability to pass a DOT pre-employment controlled substance test and physical (while employed, physicals will be taken annually). Ability to complete an initial Texas school bus driver 20-hour certification course and the 8-hour recertification course every three years. Ability to pass random controlled substance and alcohol testing per Department of Transportation 49 CFR part 40 requirements.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements and without air brake restrictions and must also obtain a current state school bus driver certification rating issued by the Texas Department of Public Safety within the first 90 days of employment. Must maintain an acceptable driving record according to Texas Education Agency standards. These license and certification requirements must be maintained throughout employment with the district (while serving in this position).

PHYSICAL DEMANDS

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 frequently required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to moving vehicles and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions and vibration. Occasional in and out-of-district travel may be required. The noise level in the work environment is usually loud.

Prepared By:	Joe Hart, Director for Transportation Services
Prepared Date:	July 29, 2015
Revised By:	Frank Crayton, Director for Auxiliary Human Resources
Revised Date:	July 29, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.