

Performs other related duties as assigned by the Superintendent of Schools, Assistant Superintendent for Finance and Operations and/or the Director of Accounting and Business Services.

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. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive this job-3(it)-13(y)20(to)