

Anoka Hennepin Independent School District #11 Position Standard

Technology Specialist (C) – Special Ed Program – Accounting Specialist

Responsible for the District Tuition Billing Process, safeguarding district financial resources concerning tuition receivable, payable, and student foundation aid.

Essential Functions:

- Interpret and implement MN Statutes and Minnesota Department of Education policies for regular education and special education tuition billing.
- Coordinate the Tuition Payable and Receivable process for resident and non-resident students.
- Consult with district staff and other districts throughout the state to determine the responsible district for tuition payment for non-resident students.
- Investigate and resolve discrepancies in resident district responsibility and enrollment dates for students.
- Prepare documents for responsible districts' signature.
- Responsible for files and documents per MDE retention schedules.
- Performs other duties and responsibilities as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Two years of recent related job experience.
- Strong analytical and problem solving skills, ability to stay with a problem until its resolution.
- Excellent oral and written communications skills.
- Highly organized and efficient.
- Ability to work positively with all with internal and external customers.
- Ability to manage time effectively and work independently, with minimal supervision.
- Ability to maintain regular attendance.
- Must be able to lift a minimum of 30 pounds.
- Ability to perform position responsibilities including physical factors, work devices, and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), accommodation, and field of vision;

Frequent: crawl under desk or other tight area to perform wiring, connection or maintenance tasks; standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.