

PERSONNEL

ACCOUNTING CLERK Salary Schedule 5-Range 8.5

DEFINITION

Under supervision of the Chief Business Official, the Accounting Clerk performs a variety of general clerical, typing, record keeping, data entry or payables service functions and does related work as required.

EXAMPLE OF DUTIES

Does a wide variety of clerical work including typing, proofreading, filing, answering the telephone, maintains files and records of purchasing, maintenance, inventory, and other related clerical business matters; types letters, memoranda, lists, cards, bulletins, or other material from oral direction, rough draft, copy, notes, collects and accounts for moneys; receives, sorts, and distributes incoming and outgoing mail; and prepares statistical data reports; assists the Program Coordinator and Chief Business Official (CBO) with organizing program budgets and program claims; track orders and ensure timely delivery; monitor stock levels and place orders as needed; prepare reports on purchases, including cost analyses, and/or fill material requests; enter order details (e.g. vendors, quantities, prices) into the internal database; assists Program Facilitator with community events as needed; prepares purchase orders for encumbrance; reconciles invoices with purchase orders; prepares invoices for payment and forwards to County Office for auditing and processing; prepares warrant lists for Board approval; resolves problems involving vendors; maintains a complete set of financial records; receives and checks invoices for supplies, equipment and service; keeps records of financial transactions and maintains financial and statistical records; Stay up to date on current practices.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Principles, procedures, methods, techniques, and operations of a school district office
2. Computers and other office technology and equipment, including automated data management, storage and retrieval systems; computers and other office technology and management systems
3. Microsoft Word and Excel; QSS; other online databases and programs related to employment
4. Proper English usage, spelling, punctuation, grammar, and manuscript and report formatting; communication techniques, strategies and procedures
5. Business Practices

Ability to:

1. Interpret and apply school district policies, laws, rules, and regulations.
2. Take responsibility and use good judgment within scope of authority.
3. Compose correspondence independently.
4. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise.
5. Prepare oral and written reports.
6. Understand and carry out complex oral and written directions.
7. Perform accounting clerical work of greater than average difficulty.
8. Make arithmetical calculations with speed and accuracy.
9. Operate standard office equipment such as a copier and computer.
10. Establish and maintain effective and cooperative relationships with those contacted in the course of work.
11. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
- 4 a. Ability to sit for extended periods of time.
 - 2 b. Ability to stand for extended periods of time and ascend and descend steps.
 - 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 2 f. Ability to bend and twist, kneel and stoop.
 - 1 g. Ability to lift 50 lbs.

- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

TERM OF EMPLOYMENT

Must have Department of Justice fingerprint clearance and current T.B. Clearance
Subject to grant funding

EXPERIENCE:

Two years of broad and increasingly responsible clerical and secretarial and accounting experience.

EDUCATION:

Equivalent to completion of the twelfth grade.

EVALUATION:

Performance of this job will be evaluated in accordance with the District and Board Policy

Revised : October 10, 2023

Adopted: July 9, 2002