

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Accounting Clerk-Grants/Payroll

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 Month

JOB GOAL: Under general supervision, performs specialized financial duties to organize, process, and maintain accounting records and payment accounts, as well as process District payroll, Section 125 Plan and payroll deductions for all employee groups

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Verifies eligibility/allowability and proper budget coding for all grant purchases.
2. Assists in creating grant budgets and budget revisions.
3. Prepares Final Financial Reports as needed.
4. Prepares Schedule of Federal Financial Assistance at year end.
5. Process monthly credit card payments.
6. Reconciles credit cards monthly.
7. Trains credit card users and assists in tracking account balances and limit for compliance with district policy.
8. Organizes, processes, and maintains purchase order payment documentation and vendor remittance data.
9. Assists various district departments with purchasing, provides verification for account coding, and purchase orders. Places orders and tracks orders, invoices, payments, and verifies receipt of orders.
10. Prepares documents for payment by verifying and calculating statistical information
11. May process, book and coordinate travel arrangements for district employees for various departments within GSA guidelines. Gather backup information and documentation and processes purchase orders and invoices for travel payments/reimbursements.
12. Responsible for processing payment of invoices within timeframe allotted by NCSD policy and ensuring that available discounts are attained.
13. Communicates and works directly with buyers and administrators to ensure funds are transferred to appropriate purchase orders for invoice payment.
14. Analyzes monthly vendor statements and maintains frequent contact with vendors to ensure accounts are current.
15. Analyzes reports for accuracy in account/invoice/payment information.
16. Verifies vendor data contained in daily, weekly, monthly, and year-end reports for accuracy and detail.
17. Works with all levels of NCSD personnel in requesting proper documentation for processing payments.
18. Teats sensitive NCSD information with the appropriate confidentiality.
19. Attends meetings and/or training as assigned by Chief Operating Officer.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
4. Knowledge of district purchase orders and related contract terms.
5. Ability to perform basic mathematical computations and statistical analysis.
6. Knowledge of basic computer software applications and mainframe computer data entry procedures.
7. Ability to use 10-key adding machine/calculator by touch.
8. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.

9. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
10. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
12. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, and conforms to safety standards as prescribed.
14. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
15. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Minimum of High School Diploma
2. Two (2) year practical experience in general bookkeeping or accounting and payroll procedures.

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. Compliance with NCS D Drug and Alcohol Testing Policy
4. Ability to pass NCS D District Level Secretarial test.

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

2/4/20
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____