

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Senior Account Clerk - (Accounts Receivable)
Department:	Business
Reports to:	Controller
Supervises:	n/a

Description of job:

SUMMARY OF REPSONSIBILITIES:

Responsible for a range of functions in the Business Office including bus contractors payroll, special revenue accounting, accounts receivables, accounts payable, purchasing and billings.

ESSENTIAL FUNCTIONS:

1. Prepares monthly invoices and maintains record of all billings by the School Department.
2. Records all cash receipts and maintains records of all accounts receivable.
3. Prepares monthly collection billings and follows up with all accounts to ensure timely payments.
4. Prepares all WB Mason invoices for payment.
5. Orders items from WB Mason and Amazon.
6. Reconciles School Activity accounts to school's reconciliation.
7. Performs bookkeeping for federally funded, state funded and local grants. Quarterly and annual reports.
8. Maintains files for all special revenue funds.
9. Prepares cash requests and other financial reports as required by special revenue funds.
10. Compiles requests from auditors regarding financial information for special revenue funds.
11. Maintains accurate records of tuition students attending North Kingstown schools.
12. Prepares tuition billings for all tuition students attending North Kingstown schools.
13. Provides back up and support to the Senior Account Clerk – Accounts Payable.
14. Maintains accounts payable files for the Business Office.
15. Prepares purchase orders for the district.
16. Sorts and distributes incoming and outgoing mail for the Business Office.
17. All other work assigned by the Controller

Protective Personal Equipment: n/a

Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None: X	Manual:	Automatic:
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Work Environment

Floor Surface:	Carpet and/or Tile		
Inside:	100%	Outside:	n/a
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

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LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING

Maximum weight carried: up to 50 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING

Maximum push/pull: 35 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

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To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associates degree in accounting with two to four years' experience in general accounting and Accounts Receivable, Accounts Payable or an equivalent combination of education and/or experience.

Accounting Skills:

Ability to understand Account Receivable and Liability balance sheet accounts and expenditure accounts. Ability to reconcile balance sheet accounts to actual costs.

Mathematical Skills:

Ability to calculate figures, design and utilize spreadsheet applications, and apply advanced algebraic and geometric concepts.

Software Skills:

Prior system administration of payroll / human resource software required, preferably Munis Software. Ability to prepare Excel spreadsheets required.

Data Skills:

Prior experience and ability to import and export data files between software programs. Convert text data files to excel data files. Ability to identify duplicate entry of data in multiple software programs. Analytic skills to eliminate data entry duplication by transferring data electronically between software packages.

Report Writing Skills:

Prior Report Writing skills required. Use of Crystal Reporting, Cognos or MS Access preferred.

Language Skills:

Ability to read, analyze, and interpret general accounting applications, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and communicate with employees and the public.

Reasoning Ability:

Ability to define problems, collect data, establish facts, draw valid conclusions and develop and implement recommendations. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Proficiency in Microsoft Office (Excel, Word and Access), demonstrated ability to draft clear, concise correspondence and ability to organize and carryout a variety of complex accounting duties with minimum supervision.

Communication Skills:

Ability to interface with all levels of personnel and the public in a courteous and efficient manner.

Planning Skills:

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Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with staff in a pleasing manner. Ability to effectively handle complaints and issues utilizing a personable problem solving approach.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 1/2016