

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Senior Account Clerk – Payables
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 weekly accounts payables for all funds including food service, and 1099 tax forms. Serves as back up support for the Transportation office and Buildings and Grounds office.

ESSENTIAL FUNCTIONS:

1. Compares invoices, receiving reports and packing slips to check for accuracy for payments. Enters invoices in accounting system for payment.
2. Prepare Accounts Payable invoice batches for review by the Controller.
3. Runs Accounts Payable checks and provides Town Hall Finance office required verifications.
4. Corresponds with vendors, communicates with schools and departments about discrepancies on invoices, good received, over shipments and damaged shipments. Institutes appropriate remedial action.
5. Maintains all Purchase Orders for the School District.
6. Maintains logs on utility expenditures: telephone, electricity, fuel oil and gas expenditures.
7. Maintains check register for auditors.
8. Prepares 1099 tax forms. Balances and checks information for accuracy. Prints and distributes 1099's. Submits cover report to Federal Government.
9. Prepares staff level reports as required.
10. Provides back up assistance to Senior Account Clerk-Accounts Receivable in the Business Office as required.
11. Performs such other tasks as may from time to time be assigned by the Controller.

Protective Personal Equipment:	n/a
---------------------------------------	------------

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

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:	Manual: Own	Automatic: Own
------------------------------	-------	-------------	----------------

Work Environment

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

North Kingstown School Department

PHYSICAL DEMANDS

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)

North Kingstown School Department

Qualification Requirements:

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 billing 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 Excel, Word and Access. Experience with General Ledger, Accounts Payable and Accounts Receivable software. Demonstrated ability to draft clear, concise correspondence and ability to organize and carryout a variety of complex accounting duties with minimum supervision.

North Kingstown School Department

Communication Skills:

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

Planning Skills:

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

Interpersonal and Problem solving skills:

Ability to interface with customers and members of the public in a pleasing manner. Ability to effectively handle public 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