

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Accounting / Payroll Clerk

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**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.

## **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. 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.
2. Prepares documents for payment by verifying and calculating statistical information.
3. May process, book and coordinate travel arrangements for district employees for various departments within GSA guidelines. Gathers backup information and documentation and processes purchase orders and invoices for travel payments/reimbursements.
4. Responsible for processing payment of invoices within timeframe allotted by NCSD policy and ensuring that available discounts are attained.
5. Communicates and works directly with buyers and administrators to ensure funds are transferred to appropriate purchase orders for invoice payment.
6. Analyzes monthly vendor statements and maintains frequent contact with vendors to ensure accounts are current.
7. Analyzes reports for accuracy in account/invoice/payment information.
8. Verifies vendor data contained in daily, weekly, monthly, and year-end reports for accuracy and detail.
9. Works with all levels of NCSD personnel in requesting proper documentation for processing payments.
10. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers, public, and outside agencies.
11. Communicates clearly, both orally and in writing.
12. Treats sensitive NCSD information with the appropriate confidentiality.
13. Assists Senior Payroll Technician with Processing of district payroll for all employee groups and verifies accuracy and completeness.
14. Processes reports on own initiative or as directed.
15. Prepares and processes computations and balancing of leave and absence reports and annual sick leave accrual and usage.
16. Investigates/researches questionable data and takes corrective action, when necessary to resolve payroll deduction inquiries and problems.
17. Interprets, explains, and applies procedures, regulations, written and oral instruction.
18. Provides courteous, responsive, and accurate information to the public, administration and employees.
19. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
20. May work extended hours to provide support and to meet deadlines.
21. Performs all other related duties, research projects and functions as assigned by Chief Operating Officer.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of general office procedures, business machines and computers, as well as bookkeeping and accounting principles.
2. Knowledge of district policies and procedures in relation to department operations.
3. Knowledge of district purchase orders and related contract terms.
4. Ability to perform basic mathematical computations and statistical analysis
5. Knowledge of basic computer software applications and mainframe computer data entry procedures
6. Preferred knowledge of Microsoft Office (i.e., Word, Excel, Access, etc.)
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, interpersonal skills and analytical ability
11. Ability to communicate tactfully and cooperate with management, staff, outside agencies, vendors, and the public
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 a High School Diploma
2. Minimum of two (2) years practical experience in general bookkeeping or accounting.

### **Licenses and Certifications:**

1. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

### **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen 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: Wanda Kelly  
Superintendent

9-21-21  
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: \_\_\_\_\_