

# REGIONAL SCHOOL UNIT #19

## JOB DESCRIPTION

### ACCOUNTING CLERK

#### QUALIFICATIONS:

1. Associates Degree in accounting or a related field or applicable experience.
2. Experience with accounts payables and payroll.
3. Proficient in filing, office machines, telephone, computer skills.
4. Strong organizational skills and ability to prioritize workload to meet deadlines.
5. Previous experience in school system preferred but not required.
6. Alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable.
7. Position requires a high degree of confidentiality.

**REPORTS TO:** Business Manager and the Superintendent of Schools

**JOB GOAL:** To assure the smooth and efficient processing of accounts payable, provide payroll support, and support other functions of the Business Office.

#### ESSENTIAL FUNCTIONS:

1. Ability to do appropriate reading, writing, math, reasoning, and understanding of policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary duties.
3. Ability to concentrate on details and accuracy while being organized and prioritizing tasks in order to meet deadlines.
4. Ability to communicate effectively with internal and external stakeholders
5. Ability to work effectively as part of a team

#### PERFORMANCE RESPONSIBILITIES:

1. Performs all accounts payable procedures, including processing purchase orders, paying invoices and preparing and mailing/distributing accounts payable checks along with uploading any necessary files to the districts bank.
2. Maintains and updates vendor files including making sure current W9 is on file.
3. Maintains files in the Business office, including but not limited to purchase orders, accounts payable invoices and accounts payable warrants.
4. Processes purchase orders, including printing, getting authorizations, disbursement, follow up, etc.
5. Reconciles diesel fuel slips and prepares filing with the state for diesel and gas tax reimbursement.
6. Conduct fiscal year rollover of payables assuring invoices are charged to the correct fiscal year
7. Process calendar year end processing and assure timely and accurate distribution of tax files including 1099's and form 1096.
8. Maintain Staff Data in Infinite Campus along with NEO
9. Assist Payroll Specialist with payroll processing and employee data updates as needed. Once trained this position will be able to process payroll in the absence of the Payroll Specialist.
10. Reconciles the general ledger accounts pertaining to payables and payroll.
11. Develops and maintains positive working relationships with administrators and all staff
12. Performs other duties as may be assigned by the Business Manager and/or Superintendent.

**LEGAL AND ETHICAL DUTIES:**

- I. Maintains confidentiality about all aspects of student and staff performance and written and oral records.
2. Follows health and safety procedures established by the district.
- 4: Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

**TERMS OF EMPLOYMENT:**

Year round 260 days. Hourly rate to be established by the Superintendent. Benefits and Leave Time will be based on the Hourly Central Office Staff Benefit Sheet.

**EVALUATION:** Performance of this job will be evaluated by the Business Manager in accordance with provisions of the Board of Directors' policies.

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

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustrations describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Incumbent

Approved:

Revised: