

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Accounting Clerk - Grants

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

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. 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. Processes monthly credit card payments.
6. Reconciles credit card monthly.
7. Trains credit card users and assists in tracking account balances and limits for compliance with district policy.
8. Organizes, processes, and maintains purchase order payment document 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. Gathers backup information and documentation and process purchase orders and invoices for travel payments/reimbursements.
12. Responsible for processing payment of invoices within timeframe allotted by NCS D policy and ensuring that available discounts are attained.
13. Communicates and work 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 NCS D personnel in requesting proper documentation for processing payments.
18. Promotes positive public relations and communicates tactfully and diplomatically with administration, district staff, co-workers, public and outside agencies.
19. Communicates clearly, both orally and in writing.
20. Treats sensitive NCS D information with the appropriate confidentiality.
21. May work extended hours to provide support and to meet deadlines.
22. Performs other tasks related to area of responsibilities as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of general office procedures, business machines, computers, word processing and various software programs.
2. Knowledge of district purchase orders and related contract terms.
3. Knowledge of basic computer software applications and mainframe computer data entry procedures.
4. Demonstration of responsible decision making and ability to research and organize complex records, confidential records, data processing/analysis and performance of duties at a responsible level with minimal supervision.
5. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
6. Ability to perform basic mathematical computations and statistical analysis.

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. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
11. Demonstrated ability to cooperate with management, staff, school board members, outside agencies and the public.
12. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
13. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
14. Recognizes and reports hazards, conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
16. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Two (2) years practical experience in general bookkeeping or accounting preferred

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/library/classroom equipment, communicable diseases.

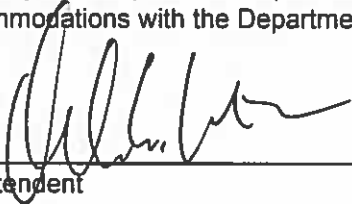
Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

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

8/21/18
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: _____