

CENTRAL SCHOOL DISTRICT

Job Title: Account Clerk II

Occupational Group: Clerical

Reports to: Director of Fiscal Services

Pay Range: 25

Date of Board Approval: 7/8/2021

Work Year: 12 months

DEFINITION

Under the direction of the Director of Fiscal Services, perform complex and specialized accounting and fiscal record management functions which involve manual and computer-assisted record management systems and reports; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, supplemented by training or coursework in accounting, data processing, bookkeeping and business practices and procedures.
- Department of Justice Clearance
- Current TB Test with screening every 4 years to remain up to date

Experience:

- A minimum of two, preferably three years, of experience in general accounting/computer-based financial record management, or a combination of training and experience that would provide the desired knowledge and abilities.

Knowledge and Abilities:

Knowledge of:

Modern office practices, procedures and equipment pertaining to accounting and fiscally related record management systems; computer-assisted accounting and fiscal record management systems; bank deposits and statement reconciliation processes; fiscal report preparation and formatting; employee benefit programs and related record management systems; proper English usage, spelling, grammar and punctuation.

Ability to:

Perform complex accounting and fiscally related clerical functions; prepare and review financial reports, records and related summaries; perform computer-based bookkeeping, as required by the assignment; skillfully operate a computer, and related peripherals and equipment; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; read, interpret and follow rules, regulations, policies and procedures; exercise responsible judgment; ability to problem solve, be flexible and adjust assignments on short notice; establish and maintain cooperative working relationships with those contacted in the course of the work day including staff, students and parents;; communicate effectively with district employees and public; provide positive customer service.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one of these duties:

1. Establish, balance, verify, adjust and maintain accounting and fiscally related records and reports. **E**
2. Process a variety of documents pertaining to financial related transactions, including accounts payable and employee benefits. **E**
3. Operate a computer terminal in posting to records and files and in preparing journals and reports. **E**
4. Audit cash receipts. **E**
5. Prepare bank deposit documents.
6. Reconcile bank statements and revolving cash. **E**
7. Perform accounts payable or receivable functions, including vendor invoice review, price extension, sales tax and freight charge computation. **E**
8. Receive, review and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines. **E**
9. Prepare or assist in preparation of a variety of reports required by Federal, State, County and local agencies and independent contractors. **E**
10. Make complex mathematical calculations and verify computations. **E**
11. Compare purchase orders with vendor invoices. **E**
12. Prepare warrants, warrant listings and release vendor payments. **E**
13. Process insurance carrier premium payments which include adjustments for program participation including COBRA. **E**
14. Operate/maintain a variety of office machines and equipment. **E**
15. Reconcile and summarize encumbrances and balance budget control accounts.
16. Provide information to other agencies and District employees pertaining to financial record matters, issues and concerns.
17. Assist in resolving computer operation and programming problems, and in developing systems improvements.
18. Serve as receptionist as needed.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases, blood borne pathogens and antisocial/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs and physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.