



Mobile County PUBLIC SCHOOLS

Job Description Title – ACCOUNTING CLERK

SUPERVISED BY/REPORTS TO: Accounting Supervisor, or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- A. Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent and evidence of computer experience on application to be considered for the position.
- B. Secretarial, clerical, and/or bookkeeping training preferred.
- C. Must be computer knowledgeable with expertise in Windows, Microsoft Office Programs: Excel, Word, Access, or other comparable or similar software.
- D. Must take an Office Basic Skills Test.
- E. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- F. Good general health, clean in attire and professional in appearance.
- G. Demonstrated proficiency in oral and written communication skills.
- H. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
- I. Ability to be punctual and maintain regular attendance.
- J. Previous experience as a secretary or clerk preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Appropriate English usage, spelling, grammar, and arithmetical concepts. Ability to communicate clearly and concisely both in oral and written form.

REASONING ABILITY:

Ability to apply common sense to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

MUST HAVE KNOWLEDGE OF:

- Basic accounting practices and procedures.
- General methods and practices of financial record keeping.
- Operation of computer and appropriate software including but not limited to word processing and spreadsheets.
- Office practices and procedures including basic functions of computer operations, scheduling, and job flow.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

MUST HAVE ABILITY TO:

1. Understand and carry out assigned work with minimal supervision.
2. Perform accounting clerical work.
3. Make mathematical computation with speed and accuracy.

4. Prepare accurate financial reports.
5. Operate typical office machinery including but not limited to a ten-key calculator.
6. Type with accuracy. Compose letters from oral and written instructions.
7. Communicate, understand, and follow both oral and written directions effectively.
8. Learn new or updated computer systems/software programs to apply to current work.
9. Establish and maintain cooperative and effective working relationships with a diverse range of people.
10. Plan, organize and meet schedules and timelines.
11. Apply integrity, confidentiality, and trust in all situations.
12. Actively participate in meeting District goals and outcomes.
13. Learn District organization, operations, policies, objectives, and goals.
14. Ability to have attention to detail skills, work independently, and accept interruptions without frustration.

SPECIFIC QUALIFICATIONS:

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others. Must provide excellent customer service. Must maintain confidentiality and organize and maintain accurate records. Must have the ability to perform daily work involving written or numerical data and to make arithmetic calculations.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

- 1) Opens, verifies, balances, and adjusts accounts. Makes mathematical calculations. Maintains ledger systems. Keeps journals or subsidiary ledgers.
- 2) Posts, assembles, tabulates, and compares financial data utilizing data-based computer programs and spreadsheets.
- 3) Prepares and checks various statistical or accounting tables, reports, and bills. Sends bills and delinquent notices.
- 4) Assists in preparing and may type accounting statistical reports and schedules.
- 5) Provides information to callers. Interprets and provides information, verbally and in writing, regarding district policies and programs.
- 6) Interact effectively with the general public, staff members, students, teachers, parents, and administrators using tact and good judgement.
- 7) Reconciles processed work by verifying entries and comparing system reports to balances.
- 8) Advises and trains departmental and school site bookkeepers (accounts payable, purchase orders, invoices, and check printing processes).
- 9) Assists with the preparation of meeting and training materials for presentation to bookkeepers.
- 10) Performs year-end closing procedures.
- 11) Participate in training programs offered to enhance individual skills and proficiency related to job responsibilities.
- 12) Review current developments, literature and technical sources of information related to job responsibilities.
- 13) Prepare and process for all manual checks for payment.
- 14) Orders bookkeeping and other office supplies.
- 15) Perform complex and advanced-level accounting duties in the maintenance of assigned accounts.
- 16) Help provide documentation and/or information to State Examiners for local school audits.
- 17) Follows adopted policies and procedures in accordance with District Board Polices, State and Federal laws.
- 18) Perform any other duties as assigned by the Accounting Supervisor, or his/her designee.

ADDITIONAL RESPONSIBILITY:

From time to time the Accounting Clerk will have to fill in for a Local School Bookkeeper.

- a. Must have and maintain a valid Driver's License and a have a reliable source of transportation.
- b. Handle all phone calls relating to financial matters (bills, payments, etc.)
- c. Input, process and maintain a variety of financial information including accounts payable, time sheets, invoices, and accounts receivable for assigned accounts to provide reasonable, timely delivery of services.
- d. Check all time sheets for assigned accounts for accuracy; enter data for subs, extra duty, leave forms, and calculate average salary for overtime for employees with two positions; edit and balance for processing. Process meal reimbursements.
- e. Process various purchase requisitions and payments to vendors in a reasonable and timely manner. Calls companies about any discrepancies.
- f. Keeps records of monetary transactions and of receipts issued. Be responsible for the daily bank deposits. Reconciles monthly statements. Follows up on bounces checks written by the public, vendors, and others due to insufficient funds.
- g. Assists the main office in the mornings as needed (sign in substitutes, answer intercom, call for subs, arrange for teachers to cover classes, and fill-in for absent secretaries).
- h. Prepares for Gate Boxes for special events (gets change). Completes Requisition and Report of Ticket Sales.
- i. Process travel and conference reimbursements within District Policies; process mileage claims and other reimbursements for District management and staff.
- j. Prepares all checks and mails with proper enclosures.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee:

- Is required to sit, walk, or stand for possible periods of time.
- Must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, bending, kneeling, crouching and overall mobility to perform job responsibilities.
- Must be able to hear and speak to exchange information with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts.
- Must be able to read small print (budget printouts and forms).
- Must be able to hear and speak in order to conduct telephone conversations.
- Must view a computer screen for prolonged periods.
- Ability to lift up to 25 pounds on occasion.
- Work independently and perform assigned tasks in accordance with deadlines and standards with minimal direction or review of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Works in a standard office environment.
- ✓ May face constant interruptions.
- ✓ Maintain emotional control under stress.
- ✓ Repetitive hand motions.
- ✓ Must be goal/task oriented.
- ✓ Must be able to multi-task.
- ✓ Work independently.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be done by the Accounting Supervisor, or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule is normally 8:00 a.m. until 4:30 p.m. (hours may vary in the Summer) but will be determined by the Accounting Supervisor or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks (on the clock), one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.