

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ACCOUNT CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Associate's Degree in bookkeeping, accounting or a related field or the equivalent in work experience.
- (3) Three (3) years of successful experience in bookkeeping, accounting or a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Knowledge of general accounting principles and cash control standards. Knowledge of and skill in spreadsheets and other mainframe applications. Ability to work independently. Effective oral and written communication skills. Possess good mathematical skills.

REPORTS TO:

Assistant Superintendent for Business and Finance

JOB GOAL

<p>To provide accounting services in the assigned area to all District schools and departments in the most efficient and timely manner.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Account Clerk I, II, or III will be designated based on education, training, experience, and assigned responsibilities.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ACCOUNT CLERK (Continued)**ACCOUNT CLERK – FINANCIAL****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Input all data to the official financial accounts.
- * (2) Input all cost distribution data for all payments including salaries.
- * (3) Print all accounts payable checks and the corresponding check registers.
- * (4) Generate all monthly financial reports including food service reports and reconcile reports with official accounts and financial statements.
- * (5) Input all data for the food service school accounts.
- * (6) Provide monthly school budget and project reports to principals and directors and assist in providing further information as needed.
- * (7) Maintain all charts of account names and other classification breakdowns.
- * (8) Respond to individual auditor concerns and questions during audit period.

Employee Qualities / Responsibilities

- * (9) Maintain confidentiality regarding all matters related to assignment.
- * (10) Participate in workshops and training sessions as required.
- * (11) Maintain work area in a safe and secure manner.
- * (12) Provide for positive communication among staff.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance and proper dress rules as required.

System Support

- * (15) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- * (16) Assist and / or direct the investigation of errors and complaints.
- * (17) Assist the Assistant Superintendent for Business and Finance with required reports.
- (18) Perform other duties as assigned.

ACCOUNT CLERK - ACCOUNTS PAYABLE AND PURCHASING**Service Delivery**

- * (1) Assign all purchase order numbers and review all purchase orders for codes and required approval signatures before mailing to vendors.
- * (2) Maintain an up-to-date record of the current status of all purchase orders and receipt of any corresponding invoices received.
- * (3) Receive invoices and match with appropriate purchase orders for processing.
- * (4) Pre-audit all invoices and secure written approval for payment from principals, bookkeepers and directors.
- * (5) Pre-audit and process all invoices or bills for items not paid by purchase order, such as travel reimbursements, utility bills, and the like.
- * (6) Maintain official records of payment by vendor files, fund and fiscal year.
- * (7) Prepare, for the School Board, a monthly listing of all amounts paid to vendors through the accounts payable system.
- * (8) Prepare a list of all outstanding encumbrances at year-end and balance list to the general ledger account.
- * (9) Prepare all required reports and maintain all appropriate records.

ACCOUNT CLERK (Continued)**Employee Qualities / Responsibilities**

- * (10) Maintain confidentiality regarding all matters related to assignment.
- * (11) Participate in workshops and training sessions as required.
- * (12) Maintain work area in a safe and secure manner.
- * (13) Provide for positive communication among staff.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance and proper dress rules as required.

System Support

- * (16) Ensure that School Board policies and governmental regulations are consistently applied to payroll procedures.
- * (17) Assist and / or direct the investigation of errors and complaints.
- * (18) Assist the Director of Business and Finance with required reports.
- (19) Perform other duties as assigned.

ACCOUNT CLERK - PAYROLL AND LEAVE**Service Delivery**

- * (1) Maintain and provide data entry for leave records of all employees.
- * (2) Review and record all applications for leave and maintain current leave balances for all employees.
- * (3) Process applications for reimbursement of unused sick leave.
- * (4) Verify and respond to information requests regarding Workers' Compensation claims.
- * (5) File reports as required with Florida Department of Labor and Employment Security for employee earnings.
- * (6) Prepare and submit child support documents and payments to the court system as required.
- * (7) Assist with payroll processing by balancing individual cost center payroll reports and recalculation of amounts owed to employees.
- * (8) Assist with sorting of payroll checks to ensure timely and proper distribution.
- * (9) Mail payroll checks as required.
- * (10) Prepare and submit monthly retirement reports to the Department of Education (DOE).
- * (11) Maintain all Workers' Compensation files and reports.

Employee Qualities / Responsibilities

- * (12) Maintain confidentiality regarding all matters related to assignment.
- * (13) Participate in workshops and training sessions as required.
- * (14) Maintain work area in a safe and secure manner.
- * (15) Provide for positive communication among staff.
- * (16) Model and maintain high ethical standards.
- * (17) Follow attendance and proper dress rules as required.

System Support

- * (18) Counsel employees on retirement options and process all applications and requests for information regarding retirement and disability retirement.
- * (19) Assist with the planning of the Annual Retirement Seminar.
- * (20) Ensure that School Board policies and government regulations are consistently applied to assignment.
- * (21) Assist the Director of Business and Finance with required reports.
- (22) Perform other duties as assigned.

ACCOUNT CLERK (Continued)**ACCOUNT CLERK - GENERAL****Service Delivery**

- * (1) Prepare state and federal expenditure reports and file as required.
- * (2) Assist with budget preparation as required.
- * (3) Complete bank reconciliation as required.
- * (4) Prepare and file Fuel Tax Reports.
- * (5) Prepare and file Florida Public Deposit Report.
- * (6) Compile information for preparing the 1099 Wage Statements.
- * (7) Maintain computerized property inventory lists.
- * (8) Prepare all required reports and maintain all appropriate records.

Employee Qualities / Responsibilities

- * (9) Maintain confidentiality regarding all matters related to assignment.
- * (10) Participate in workshops and training sessions as required.
- * (11) Maintain work area in a safe and secure manner.
- * (12) Provide for positive communication among staff.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance and proper dress rules as required.

System Support

- * (15) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- * (16) Assist the Director of Business and Finance with required reports.
- (17) Perform other duties as assigned.

*Essential Performance Responsibilities