

SCHOOL DISTRICT OF GADSDEN COUNTY

ACCOUNT CLERK

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

ACCOUNT CLERK - FINANCIAL

1. SERVICE DELIVERY

Category Definitions

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.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

ACCOUNT CLERK (continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 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.

Source Code (circle choices)

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Rating Code (circle one)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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3. SYSTEM SUPPORT

Category Definitions

- 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.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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ACCOUNT CLERK (continued)

ACCOUNT CLERK – ACCOUNTS PAYABLE AND PURCHASING

1. SERVICE DELIVERY

Category Definitions

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.

Source Code (circle choices)

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Rating Code (circle one)

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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
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ACCOUNT CLERK (continued)

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 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.

Source Code (circle choices)

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Rating Code (circle one)

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3. SYSTEM SUPPORT

Category Definitions

- 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.

Source Code (circle choices)

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Rating Code (circle one)

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ACCOUNT CLERK (continued)

ACCOUNT CLERK – PAYROLL AND LEAVE

1. SERVICE DELIVERY

Category Definitions

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.

Source Code (circle choices)

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Rating Code (circle one)

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ACCOUNT CLERK (continued)

4. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 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.

Source Code (circle choices)

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3. SYSTEM SUPPORT

Category Definitions

- 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.

Source Code (circle choices)

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ACCOUNT CLERK (continued)

ACCOUNT CLERK - GENERAL

1. SERVICE DELIVERY

Category Definitions

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.

Source Code (circle choices)

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Rating Code (circle one)

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5. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

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.

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ACCOUNT CLERK (continued)

3. SYSTEM SUPPORT

Category Definitions

- 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.

Source Code (circle choices)

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4. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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ACCOUNT CLERK (continued)

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Rating Code (circle one)

- Unsatisfactory Needs Improvement Effective Very Effective Outstanding

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory ___ Needs Improvement ___ Effective ___ Very Effective ___ Outstanding ___

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes ___ No ___

Three horizontal lines for the evaluatee's comments.

Signature of Evaluatee Date

Comments of the Evaluator:

Three horizontal lines for the evaluator's comments.

Signature of Evaluator Date