

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

ACCOUNT CLERK

ACCOUNT CLERK - FINANCIAL

I. 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.

2. 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.

3. 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 Director of Business and Finance with required reports.
- _____ 18. Perform other duties as assigned.

ACCOUNT CLERK - ACCOUNTS PAYABLE AND PURCHASING

I. 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.

ACCOUNT CLERK (Continued)

- _____ 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.

2. 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.

3. 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**1. 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.

2. 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.

ACCOUNT CLERK (Continued)

- _____ 16. Model and maintain high ethical standards.
- _____ 17. Follow attendance and proper dress rules as required.

3. 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 – GENERAL**1. 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.

2. 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.

3. 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.

ACCOUNT CLERK (Continued)

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 18. 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.
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____

5. PERFORMANCE ASSESSMENT SERVICES

- _____ 23. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 24. The accurate and timely filing of all school reports.
- _____ 25. The completion of required professional development services.
- _____ 26. _____
- _____ 27. _____
- _____ 28. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)