

# SCHOOL DISTRICT OF LAFAYETTE COUNTY

## ACCOUNT CLERK

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma, two (2) years of college is preferred.
- (2) Minimum of two (2) years experience in bookkeeping, accounting, record keeping or an equivalent combination of training and experience.
- (3) Or other appropriate certificates/licenses required by the District.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrable skills in use of electronic computing equipment. 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 computer applications. Ability to work independently. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Business Manager

#### JOB GOAL

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

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

**NOTE: Accounting clerk may be assigned selected duties from the following:**

##### Accounts Payable

- \* (1) Process invoices and pay requests for payment including checking for accuracy, entering information into the system, printing checks and preparing checks for disbursement to vendors.
- \* (2) Maintain file of backup for expenditures and numerical file of all purchase orders issued.
- \* (3) Serve as contact person for all vendors, auditors and administrators.
- \* (4) Work with Project Manager(s) on payment of all vendors concerning all construction in progress and major projects.
- \* (5) Prepare and post journal entries, updates, encumbrances, District financial records, material center report and all other entries as required.
- \* (6) Type purchase orders for finance, order and maintain supplies for finance.
- \* (7) Maintain quarterly processing of checks not cleared.
- \* (8) Maintain files and process utility and phone expenditures.
- \* (9) Prepare and reconcile monthly warrant/check register.
- \* (10) Check lunchroom invoices for bid price accuracy.
- \* (11) Process and enter into system lunchroom invoices.
- \* (12) Check lunchroom daily reports for accuracy.

## **ACCOUNT CLERK (Continued)**

- \*(13) Prepare backup of capitalized expenditures for maintenance/property records department.
- \*(14) Balance monthly and yearly data with property records department.
- \*(15) Complete entries and run jobs necessary for accurate closing of fiscal year.
- \*(16) Run payroll to finance jobs into finance to complete payroll run.
- \*(17) Assist payroll clerk in printing payroll checks.
- \*(18) Process and print deduction and contribution checks for payroll.

### **Payroll, Insurance and Workers' Compensation**

- \*(19) Affix signatures to checks for each fund.
- \*(20) Bind the cost center listing of employees for distribution.
- \*(21) Affix signatures and prepare payroll checks for distribution.
- \*(22) Maintain proper computerized records for employee insurance.
- \*(23) Process and verify insurance premiums for cafeteria plan options and other payroll deduction coverages.
- \*(24) Prepare bank drafts or receipts of deposit for retirees' insurance.

### **Payroll and MIS**

- \*(25) Serve as a backup to Payroll by keying in leave forms, making/preparing verification sheets and time sheets, assisting with checks, making direct deposits, preparing deduction checks, making cash book entries, running reports for insurance and keying in insurance forms.
- \*(26) Fill in for Secretary, Director of Business and for Insurance Clerk when absent.

### **Employee Qualities/Responsibilities**

- \*(27) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \*(28) Follow attendance, punctuality and proper dress rules.
- \*(29) Ensure adherence to good safety standards.
- \*(30) Maintain confidentiality regarding school/workplace matters.
- \*(31) Model and maintain high ethical standards.
- \*(32) Demonstrate initiative in the performance of assigned responsibilities.
- \*(33) Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.

### **Inter/Intra-Agency Communications**

- \*(34) Keep supervisor informed of potential problems or unusual events.
- \*(35) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*(36) Exhibit interpersonal skills to work as an effective team member.
- \*(37) Follow federal and state laws, as well as School Board policies, rules and regulations.
- \*(38) Demonstrate support for the School District and its goals and priorities.
- \*(39) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(40) Prepare required reports and maintain appropriate records.
- \*(41) Participate in cross-training activities as required.
- (42) Perform other tasks consistent with the goals and objectives of this position.
- (43) Shall assume additional responsibilities as assigned by the Superintendent.

## **ACCOUNT CLERK (Continued)**

### **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.

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### **TERMS OF EMPLOYMENT:**

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

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.

\*Essential Performance Responsibilities

**12/19/06**