

ACCOUNT CLERK

Minimum Qualifications: Graduation from a standard high school or possession of a high school equivalency diploma or one year clerical experience.

Reports to: School Business Executive

Essential Job Function-Distinguishing Features of the Class:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to type and operate data entry machine accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to deal effectively with the public and others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

Performance Responsibilities-Typical Work Activities:

1. Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media.
2. Receives remittances by mail or in person, verifies amounts, computes interest and penalties, and posts to books or records.
3. Classifies receipts and expenditures and distributes costs according to a prescribed code; compiles data for the preparation of financial and statistical reports.
4. Computes payroll deductions, prepares payroll abstracts, and maintains records of leave time used.
5. Verifies and reconciles account balances according to a prescribed procedure; makes arithmetic computations; makes bank deposits.
6. Batches, sorts, indexes and files mail, bills, requisitions, records, etc.; operates calculating, check writing, and other office machines.
7. Converts items of information into alphanumeric codes and enters on records for data processing.
8. Processes various receivables and payables, or may specialize in types of transactions or activities such as auditing, purchasing, or other billings, insurance, payroll, taxes, support collections, reimbursements, disbursements, labor and material cost records maintenance, budgeting, statistics, etc.
9. Utilizes electronic data processing systems to process, record, and report data.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the School Business Executive

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.