

JOB DESCRIPTION

JOB TITLE: Accounting Clerk

Report Identification code: edaack

Job Purpose Statement: The job of "Accounting Clerk" is done for the purpose of providing support to financial functions; conveying and updating fiscal information; and ensuring fiscal practices are followed.

Essential Job Functions:

- * **Monitors** asset inventory control for the purpose of ensuring an audit trail and minimizing losses.
- * **Maintains** various fiscal information, files and records (vendor and payroll) for the purpose of providing an up-to-date reference and audit trail for compliance.
- * **Prepares** cash deposits from district activities for the purpose of securing and depositing funds.
- * **Processes** account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- * **Processes** requisitions for vendors and contractors for the purpose of ensuring compliance with regulations in acquisition of supplies; equipment and services.
- * **Prepares** invoices and monitors accounts receivable for the purpose of collecting payment of various accounts.
- * **Reconciles** bank balances to district cash balances for the purpose of providing accurate accountability and detection of discrepancies.
- * **Maintains** fixed asset items for the purpose of maintaining accurate records and inventory of equipment and locations, including annual depreciation.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** meetings/training as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.
- * **Assists** other personnel in the processing of monthly payroll warrants and statements for the purpose of providing written support and/or conveying information.
- * **Provides** telephone and visitor support to reception area on a rotating basis for the purpose of ensuring continuity of office services.

Job Requirements - Qualifications:

* **Experience Required:** Job-related experience within specialized field

* **Skills, Knowledge and/or Abilities Required:**

Skills to: use computers and accounting applications; maintain accurate and detailed records; apply accounting procedures and practices; and use English in both written and verbal form to communicate effectively with staff, vendors and the public.

Knowledge of: basic accounting practices; problem-solving methodology; and modern office methods.

Abilities to: think logically with attention to detail; prepare clear and accurate reports; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work cooperatively with others; perform a variety of tasks/work projects; work under time constraints; maintain confidentiality of personnel and appropriate financial records; read/interpret/apply rules, regulations and policies; make judgments based on common sense; work accurately, with attention to detail and with minimal supervision; plan and manage work projects; meet deadlines and schedules; and perform tasks in an environment with distractions and interruptions.

Significant physical abilities include sitting for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation.

* **Education Required:** High school diploma or equivalent with additional training in accounting principals/practices.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance