

## **JOB DESCRIPTION**

**JOB TITLE:** Accounting Clerk  
**REPORTS TO:** Business Manager  
**DEPARTMENT:** Central Office/Business Office

### **I. NATURE AND SCOPE OF JOB:**

Under general supervision, to perform difficult and responsible accounting and fiscal record management functions that involves manual and computer-assisted record management systems; to prepare a variety of fiscally related reports and records; and to do other related work as required to contribute to the smooth and efficient operation of the business office to facilitate achieving the mission and goals of the District for all students.

### **II. EXPECTATIONS:**

1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the workplace.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

### **III. JOB FUNCTIONS:**

#### **A. Essential Functions:**

1. Sort mail daily.
2. Process all vouchers for payments.
3. Reconciles all charge accounts.
4. Monitor and work with all school secretaries on school activities accounts.
5. Responsible for Affordable Care Act filing and reports.
6. Responsible for Construction record keeping/tracking of bills/invoices/pay applications.

7. Responsible for all Scholarship accounts.
8. Prepare bank deposits, and verify deposits sent from schools.
9. Perform all usual office routines and practices such as: file, research, memos, reports and spreadsheets; prepare and/or type reports and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed.
10. Provides services as a receptionist, placing and receiving calls, and recording messages.
11. Sort, distribute, and process mail for Central Office including but not limited to delivery of mail to local post office during summer months.
12. Perform other duties as assigned.

#### **IV. JOB QUALIFICATIONS:**

##### **A. Knowledge, Skills and Mental Ability:**

1. Accounting experience utilizing computer based software.
2. Ability to apply intermediate accounting principles in maintaining control records and preparation of financial document, reconciliations and or reports.
3. Ability to maintain information accurately.
4. Ability to create documents in Microsoft word and build spreadsheets in Microsoft Excel.
5. Ability to interact with all district employees in a polite and professional manner
6. Ability to take direction from several Administrators/Board members
7. Ability to contribute to a positive office relationship
8. Present a professional image at all times

##### **B. Education, License, Certification or Formal Training:**

1. High School diploma or equivalent
2. College degree or a minimum of 4 years previous office experience preferred
3. Knowledge of necessary software programs i.e. Word processing, database, spreadsheets.

**D. Physical Demands:**

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Lifting of boxes and equipment
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
4. Extensive computer use

**E. Environmental Demands:**

1. Air-conditioned building
2. Fluorescent Lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing
4. All usual office routines and practices associated with a busy, productive office.
5. Numerous phone calls
6. Numerous interruptions

**Non-discrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator.

4/18/96  
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