

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Account Clerk III

**(FLSA Status: Non-Exempt)**

**MINIMUM QUALIFICATIONS:**

1. U.S. Citizen or authorized alien.
2. High School Diploma with successful completion of a bookkeeping course.
3. 3 years of full-time paid clerical experience involving bookkeeping, accounting, statistical or other numerical computation duties, 2 years of which much have been in elementary accounting. (Completion of single proprietorship, partnership and corporation accounting and practice sets in a recognized business or trade school may be substituted for the general experience on a month for month basis. Nine college semester hours in accounting may be substituted for the experience. Thirty college semester hours may be substituted for the general experience.)

**REPORTS TO:** Chief Accountant, Staff Accountant, Supervisor of Payroll Services, or School Accountant

**JOB SUMMARY:**

This is responsible clerical-accounting work. Work involves responsibility for processing and maintenance of accounting records to show the status of funds for an accounting entity. Minimal or non-supervisory positions involve accounting ledger or maintenance and report preparation of balances and transactions.

Work is performed in accordance with basic accounting principal assignments, general office management and the policies and procedures of the department in which employed. Work is reviewed on the basis of results and reports.

Positions allocated in this class are distinguished from general clerical classes by the principal assignment to clerical-accounting work. They differ from account clerks II by the accounting record maintenance responsibility. They differ from accountant positions by the clerical-accounting tasks as contrasted to professional accounting responsibilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintains sick bank data.
2. Balances account payable.
3. Assist in monitoring attendance for all employees.
4. Classifies by determining the accounts, affected and the appropriate accounting entries to be made and enters details of varied transactions as they occur.
5. Issues all necessary interfund transfers to cover accounts payable and payroll runs.
6. Maintains manual cash balance control for all funds.
7. Records bank deposits.
8. Applies office guidelines, instructions and precedents to the types of transactions encountered.
9. Enters payroll work information necessary to process the payment of employees.
10. Makes journal entries as necessary.
11. Prepares payroll deduction payment requests.
12. Processes and monitors Workers' Compensation payroll data.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Work may involve other clerical-accounting assignments, but they are subordinate to the principal assignments in these positions as bookkeepers or supervisors.
2. Performs such other accounting related duties as may be assigned.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Must tolerate constant periods of sitting while operating from the computer keyboard.
3. Must be able to use hand and finger activities to handle or feel objects, and use tools or controls such as a calculator.
4. Must be able to stand, walk, stoop or work from a bending position in performing job duties.
5. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manual computer runs, files, manuals, books, etc.
6. Must on occasion run, load, and unload form equipment.
7. Must be able to lift equipment, forms, and boxes.

**TERMS OF EMPLOYMENT:** 12 months per year; salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Incumbent's Name (Please Print)**

\_\_\_\_\_  
**Employee Identification Number**