

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Account Clerk II

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS

- I. U. S. Citizen or authorized alien
2. High School Diploma with successful completion of a bookkeeping course.
3. Two years of clerical experience involving bookkeeping, accounting, statistical or other numerical computation duties, one year of which must have been in elementary accounting. (Completion of single proprietorship and partnership accounting and practice sets in a recognized business or trade school may be substituted for the experience. Full Time training in a business or trade school may be substituted for the general experience on a month by month basis. Six 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 complex clerical accounting work. Work involves performance of complex and/or varied tasks in the preparation and/or processing of accounting transactions. The specific documents prepared or processed are directly related in accounting for the receipt and/or disbursement of funds. Work is performed in any type of accounting activity. Work is characterized by the independent performance of assigned tasks of varied nature in which Board policies and procedures must be applied. Responsibility for the specific clerical accounting activity such as accounts receivable, accounts payable, payroll, etc, is also characteristic of this level of work. An essential characteristic of the assignment is the voluminous incident of numbers representing money, which must be verified as accurate and balanced with other sums.

Work is performed in accordance with standard Board policies and procedures, basic arithmetic and elementary accounting principles. Supervision is received from a higher-grade employee and work is reviewed on the basis of results of work and balances obtained. Supervision may be exercised over Account Clerks I assisting in details of work assignment.

Positions allocated in this class are distinguished from the general clerical classes by the principal assignment to clerical-accounting tasks. They differ from Account Clerk I by the complex, varied and/or responsibility for activity assignment. They differ from Account Clerk III by the emphasis on work performance as contrasted to supervision of other employees.

ESSENTIAL JOB FUNCTIONS:

1. Verifies for mathematical accuracy and completeness.
2. Classifies by determining the accounts affected and the appropriate accounting entries to be made; enters or codes details of items to be paid.
3. Locates and corrects routine journalizing and posting errors; assists with journalizing and posts adjusting and closing entries.
4. Calculates and/or verifies employee wages and salaries and prepares withholding and similar tax reports and other standard payroll related reports such as retirement, credit union deductions, etc.
5. Makes bank deposits.
6. Uses calculator and terminal in the performance of assigned duties.
7. Maintains time and leave records; initiates requisitions through purchasing department for purchases of supplies and equipment and performs other general work which may include light typing.
8. Enters payroll work information necessary to process the payment of employees.
9. Reviews payroll edits.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other 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 Board's 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: _____

Date: _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number