

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

**Job Description**

**TITLE:** Account Clerk I

**(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.One (1) year of clerical experience involving bookkeeping, accounting, statistical or other numerical computation duties.

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

**JOB SUMMARY:**

This is beginning level clerical accounting work. Work involves the performance at routine and repetitive tasks in the preparation, matching, review, verification and/or processing of documents directly related to accounting for the receipt or disbursement of funds. Work is performed in any type of accounting activity such as appropriations, receiving accounts, accounts payable, payroll, budgeting, accounts receivable, cost accounting and/or trust accounts. An essential characteristic of 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 specific instructions, basic arithmetic and standard procedures of the department. Supervision is received from a higher-grade employee and is reviewed by occasional checks of completed assignments, balances obtained and general results of work. Account Clerks I do not supervise other employees.

Positions allocated in this class are distinguished from the clerical classes by the principal assignment to clerical accounting tasks. They differ from those allocated to the class of Account Clerk II by the routine and repetitive assignments and lack of responsibility for the specific activity to which assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. Gathers, assembles, tabulates, summarizes and proofs fiscal and related statistical data for the preparation of various reports, lists, etc.
2. Gathers data for budget preparation.
3. Prepares mathematical computations, verifies for mathematical accuracy and completeness.
4. Checks fiscal documents for completeness, accuracy and procedural correctness and examines and checks travel expense vouchers, invoices, payroll time sheets, etc. for accuracy.
5. Receives cash payments from designated sources, prepares and issues receipts for payments received.
6. Prepares checks and disburses funds to designated parties and audits and prepares vouchers for payment.
7. Uses typewriter, calculator, and computer terminal in the performance of assigned duties.
8. May also file, type, handle mail, prepare correspondence and perform other general accounting clerical duties as assigned.
9. Completes retirement agency reports.

**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**

**Original-Human Resources Department**

**Copy-Supervisor**

**Copy-Employee**