

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Accounting Clerk

LOCATION: Central Office/Business Office

REPORTS TO: Business Manager

Primary Purpose: 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.

Essential Functions:

- *.Sort mail daily.*
- *Process all vouchers for payments.*
- *Reconciles all charge accounts.*
- *Monitor and work with all school secretaries on school activities accounts.*
- *Responsible for Affordable Care Act filing and reports.*
- *Responsible for Construction record keeping/tracking of bills/invoices/pay applications.*
- *Responsible for all Scholarship accounts.*
- *Prepare bank deposits, and verify deposits sent from schools.*
- *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.*
- *Provides services as a receptionist, placing and receiving calls, and recording messages.*
- *Sort, distribute, and process mail for the Central Office including but not limited to delivery of mail to local post office during summer months.*
- *Perform other duties as assigned.*

Required Qualifications:

- *High School diploma or equivalent*
- *College degree or a minimum of 4 years previous office experience preferred*
- *Knowledge of necessary software programs i.e. Word processing, database, spreadsheets.*
- *Accounting experience utilizing computer based software.*
- *Ability to apply intermediate accounting principles in maintaining control records and preparation of financial documents, reconciliations and or reports.*
- *Ability to maintain information accurately.*

- *Ability to create documents in Microsoft Word and build spreadsheets in Microsoft Excel.*
- *Ability to interact with all district employees in a polite and professional manner*
- *Ability to take direction from several Administrators/Board members*
- *Ability to contribute to a positive office relationship*
- *Present a professional image at all times*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer