
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Accounting Clerk

Qualifications:

Required: Previous accounting experience. Computer skills – including Excel, problem solving skills.

Preferred: Bachelor's degree in job related area. Communication skills

FLSA: Non-Exempt

Salary Schedule: Per Approved Salary Schedule

Direct Report: Assistant Superintendent of Business and Operations

Terms of Employment: 12 Month

Eligible for emergency telework: With Supervisor approval

Purpose: The Accounting Clerk will perform a variety of financial activities related to the accurate processing of payments; recording, updating and reconciling fiscal information; and providing instructions and/or accounting support to other personnel in accordance with established financial practices.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To “telework” when requested by the District.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists other staff, site personnel and a variety of outside parties regarding procedures and /or program requirements for the purpose of providing support for completing transactions, in identifying appropriate action and/or complying with established financial procedures.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or complying with established financial procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Assists in implementation of accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.

ST. JOSEPH

SCHOOL DISTRICT

- Responds to inquiries from a variety of sources for the purpose of facilitating communication and /or providing guidance among several parties; providing information, direction, and/or referral for addressing inquiry.
- Compiles, processes, reconciles and analyzes a wide variety of financial information, files and records for the purpose of providing required documentation and/or processing information to ensure compliance with established accounting practices.

- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.