

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: ACCOUNTING CLERK I

TYPE: Classified

REPORTS TO: Director of Business

### POSITION SUMMARY:

The primary purpose of this position is to process all information relating to the District's accounts payable and encumbrance systems in a timely and accurate manner.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated basic skills through a district skills assessment.

### ESSENTIAL FUNCTIONS:

1. Manages and maintains the District's Accounts Payable and Encumbrance Systems.
2. Prepares accounts payable vouchers for payment and quality check purchase orders.
3. Reviews vendor statements for open items.
4. Processes expense reimbursements.
5. Responds to questions from vendors and other District personnel.
6. Processes and enters all accounts payable hand checks.
7. Prepares annual reports and filings.
8. Operates office equipment including calculators and computers for accounting tasks.
9. Understands, interprets, and follows instructions accurately.
10. Assists Accountant as needed.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
12. Operates a computer and views a computer screen for prolonged periods of time.
13. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 220-260 paid days, depending on position, subject to change.  
Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires:					
R - Rarely	(Less than .5 hr per day)	O - Occasionally	(.5 - 2.5 hrs per day)		
F - Frequently	(2.5 - 5.5 hrs per day)	C - Continually	(5.5 - 8 hrs per day)		
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping					X
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>30 lbs.</u>				X	
*Lifting/Carrying Maximum weight: <u>30 lbs.</u>			X		

\* Identify items typically moved: Carts, cash boxes, boxes of supplies, file drawers