ACCOUNT CLERK II – MAINTENANCE

POSITION: Account Clerk II - Maintenance

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:
This is specialized clerical work in compiling, verifying, recording, and reporting financial and related data in the maintenance of an accounting system for the Division of Supporting Services, Maintenance Department. Work involves responsibility for a broad range of accounting activities from recording of data to preparing reports. While work may include general clerical tasks, the fiscal aspects of work are the primary allocation factor. The incumbent for this position must be highly skilled in Microsoft 95 Professional with emphasis on Word, Excel, and PowerPoint. Experience in preparing presentations, handouts, overheads, and slides is desirable. The work is performed under the general supervision of the Director of Maintenance.

ESSENTIAL FUNCTIONS:
▪ Considerable knowledge of Microsoft Windows 95 and Microsoft Office is required with emphasis on Word, Excel, and PowerPoint;
▪ Considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
▪ Ability to maintain accounting records and to prepare reports from such records; and
▪ Prepares and types reports, letters, inventories, presentations, and maintains files.

DUTIES AND RESPONSIBILITIES:
▪ Process payments for the Maintenance Department, verifying prices, quantities, and signatures;
▪ Maintains financial records for department or operations keeping totals for fund code balances;
▪ Enters financial data in computer to establish budgets, encumber expenditures, expend funds;
▪ Analyzes data from requisitions, invoices, time sheets, and other reports for accuracy and completion prior to processing; matches and verifies data; and reconciles bank statements to internal data;
▪ Communicates with vendors, budget holders, and others about payment of invoices and to communicate procedures;
▪ Notifies others of expenditures in accounts;
▪ Enters employee data into computer for payroll purposes;
▪ Reconciles monthly revenue report to budget and prepares monthly revenue status reports projecting remaining balance;
▪ Keeps accounts for department programs and processes purchase orders and invoices for payment;
▪ Assists in making improvements in internal accounting procedures;
▪ Prepares and types reports, letters, inventories, presentations, and maintains files;
▪ Assists with budget preparation; and
▪ Performs other duties as assigned.
QUALIFICATIONS:
Graduation from high school with college-level courses in accounting desirable; three years of experience in clerical accounting work; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

▪ Considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
▪ Considerable knowledge of various accounting documents and their uses in accounting systems;
▪ Considerable knowledge of school system, accounting, and purchasing procedures, rules, and regulations;
▪ Some knowledge of county, state, and federal accounting and reporting requirements;
▪ Ability to make arithmetical computations rapidly and accurately;
▪ Ability to maintain accounting records and to prepare reports from such records;
▪ Ability to establish and maintain effective working relationships with others;
▪ Ability to communicate effectively, orally and in writing;
▪ Skill in the operations of office machines, including related computers, typewriters, and calculators; and
▪ Considerable knowledge of Microsoft Windows 95 and Microsoft Office required with emphasis on Word, Excel, and PowerPoint.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP