

Job Title: Accounting Clerk

Exemption Status/Test: Nonexempt

Reports to: CFO

Date Revised: 3/16/2021

Dept./School: Business Services

Primary Purpose:

Under general supervision, perform bookkeeping and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED

Associates Degree or two years college course work in accounting related subjects preferred

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One to three years accounting or bookkeeping experience

Experience with Excel, Word, QuickBooks, Google Docs

Experience with TxEIS, Revtrak preferred

Major Responsibilities and Duties:

Accounting

1. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
2. Compute and record cash receipt summaries.
3. Train and support users of the Revtrak and LivingTree systems.
4. Review and process fundraiser approval requests.
5. Provides customer service assistance to persons and clients seeking information, either in person, by telephone, or by e-mail.
6. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.

- 7. Back up to the District Accountant as needed in making appointments for the District credit card usage and travel (Citibank).
- 8. Maintain complete and systematic records of assigned district financial transactions.
- 9. Balance general ledger and subsidiary accounts by reconciling entries.
- 10. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
- 11. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements and budget amendments for presentation to board.
- 12. Compile, maintain, and file all reports, records, and other documents as required.

Other

- 13. Maintain confidentiality.
- 14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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