GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB TITLE: **ACCOUNT CLERK/ACCOUNTS PAYABLE**
DEPARTMENT: **BUSINESS SERVICES – DISTRICT OFFICE**
REPORTS TO: **DIRECTOR OF BUSINESS SERVICES**
RANGE: **B**

DEFINITION

Under the supervision of the Director of Business Services or designee, processes invoices for payment, generates vendor checks and warrant registers, maintains files of purchase orders and paid invoices, generates annual 1099 records, and performs other duties which reasonably relate to the above as assigned and required.

DISTINGUISHING CHARACTERISTICS

This is a confidential position requiring a high degree of organizational planning and general business skills which will be implemented by working cooperatively with school principals and certificated and classified support staff to provide the best possible support services which will insure excellence in the District's educational program.

ESSENTIAL FUNCTIONS:

1. Gather, sort, assemble, tabulate, audit and file financial data.
2. Receive, audit and process invoices for payment.
3. Verify proper budget account numbers.
4. Review purchases for appropriateness.
5. Verify sales tax is paid or accrued as necessary.
6. Monitor credit memos and returned merchandise receipts and deduct credits.
7. Generate warrants, registers, checks and prepares for submission to County Office of Education.
8. Prepares board warrant register report.
9. Maintains accurate master vendor listing.
10. Responsible for obtaining Form W-9 for all vendors and maintains a file of all Form W-9 records.
11. Computerized data entry of related financial records.
12. Prepares quarterly fuel tax returns.
13. Preparation of annual IRS Form 1099 forms for vendor payments.
14. Prepares annual use tax return.
15. Prepares accounts receivables invoices.
16. Assists in preparation of long-term debt and fixed expenses.
17. Coordinate with E-Rate vendor to provide necessary documentation.
18. Compose correspondence as needed.
19. Data entry and other clerical duties as required.
20. Data entry of new employees into financial software.
21. Assists other business services staff members as needed.
22. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Ability to pass the General Clerical Exam administered by the district at the 70th percentile or above.
2. Ability to type accurately at 45 words per minute as per district test.
3. Ability to communicate effectively with staff, board members, parents and community at large with a broad range of experience and knowledge.
4. Experience with computerized accounting systems.
5. Ability to complete work in a timely and accurate manner.
6. Ability to operate office equipment including, but not limited to, calculators, photo copiers, postage meters, fax machines, etc.
7. Ability to work with numerous interruptions and be highly flexible.
8. Must possess excellent inter-personal skills.
9. The district may require specialized skills, abilities and training appropriate for a particular assignment.
10. Possess a valid California Driver License.

DESIRED QUALIFICATIONS:

1. Knowledge of school district accounting.
2. Knowledge of State School Accounting Manual.
3. Knowledge of legal requirements of school practices.
4. Previous experience working in a school setting.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

1. High school diploma or the equivalent.
2. Minimum of one (1) year experience in general accounting work including financial record keeping duties.