

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ACCOUNT CLERK

POSITION: Account Clerk

REPORTS TO: Various Officials

LOCATION: Various Sites

**NATURE OF WORK:**

This is specialized clerical work in compiling, verifying, recording, and reporting financial and related data in the central finance and accounting office or in the maintenance of an accounting system for a department or program monitoring funds for several schools. 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 is the primary allocation factor. Work is subject to review through internal and external audits.

**ESSENTIAL FUNCTIONS:**

- Considerable knowledge of Microsoft Office and Google products is required;
- Considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
- Considerable knowledge of county, state, and federal accounting and reporting requirements;
- Considerable knowledge of various account documents and their uses in accounting systems;
- Considerable knowledge of school system accounting and purchasing procedures, rules, and regulations;
- Ability to maintain accounting records and to prepare reports from such records;
- 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; and
- Prepares and types reports, letters, inventories, presentations, and maintains files.

**DUTIES AND RESPONSIBILITIES:**

- Processes payments for entire school system, verifying prices, quantities, and signatures;
- Maintains financial records for department or program 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; 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;
- Calculates and posts state and federal reimbursements or rebate applications due to each program;
- Deposits, posts, and codes cash receipts for school system;
- Enters employee data into computer for payroll purposes;
- Assures correct data and proper payments for insurance benefits;
- Calculates fringe benefit revenues and expenditures;
- Prepares expenditure reports for state, federal, and local requirements;
- Reconciles monthly revenue report to budget and prepares monthly revenue status reports projecting remaining balance;

- Keeps accounts for department programs and school programs and processes purchase orders and invoices for payment;
- Assists in making improvements in internal accounting procedures; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from high school with college-level courses in accounting desirable;
- Three (3) years of experience in clerical accounting work, experience working in a school system preferred; 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

01.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ACCOUNT CLERK – MAINTENANCE

POSITION: Account Clerk - Maintenance

REPORTS TO: Director of Maintenance

LOCATION: Department of Maintenance

**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 Office and Google products with emphasis on word processing, spreadsheets, and presentations. Experience in preparing presentations, handouts, and slides is desirable. The work is performed under the general supervision of the Director of Maintenance.

**ESSENTIAL FUNCTIONS:**

- Considerable knowledge of Microsoft Office and Google products is required;
- Considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
- Considerable knowledge of county, state, and federal accounting and reporting requirements;
- Considerable knowledge of various account documents and their uses in accounting systems;
- Considerable knowledge of school system accounting and purchasing procedures, rules, and regulations;
- Ability to maintain accounting records and to prepare reports from such records;
- 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; 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 (3) years of experience in clerical accounting work, experience working in a school system preferred; 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

Updated 01.30.2024