

SCHOOL DISTRICT OF DESOTO COUNTY

ACCOUNTING CLERK

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of successful experience in bookkeeping and/or the maintenance of fiscal records.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop spreadsheets, manage databases, and perform word processing functions using current office technology. Ability to perform all bookkeeping and record keeping functions necessary for the budgeting, management, and expenditure of internal, district, state, and federal funds. Ability to store and file correspondence and data in an organized manner. Ability to plan, organize and analyze. Ability to utilize personal computer software and hardware. Knowledge of general accounting principles and cash control standards. Skill in applying mathematics to work responsibilities. Ability to establish and maintain effective working relationships with schools, divisions, and vendors. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assigned duties. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assistant Director of Business, Executive Director of Business Services

JOB GOAL

To provide routine accounting functions, report preparation and special studies in compliance with applicable laws and regulations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist with the fiscal accounting and reporting of assigned vendors and maintain related files.
- * (2) Generate spreadsheets and queries as required by all locations and divisions.
- * (3) Prepare annual certification and request for indirect cost rate.
- * (4) Prepare and input the Project Disbursement Request Report from the Department of Education (DOE 399).
- * (5) Prepare and input the Encumbrance Authorization and Draw Request from the Office of Fixed Capital Outlay (FCO 352 and FCO 442).

ACCOUNTING CLERK (Continued)

- * (6) Prepare and input the Cost of Construction Forms from the Office of Fixed Capital Outlay (FCO 564).
- * (7) Print all accounts payable checks via paper/ACH methods.
- * (8) Reconcile bond issues and prepare an annual disclosure statement for Board approval.
- * (9) Prepare budget journal entries; input and edit cash receipts and adjusting journal entries
- * (10) Prepare meaningful financial related data for Board information.
- * (11) Assist support personnel with budget inquiries and expenditure account coding.
- * (12) Assist support personnel with internal account inquiries.
- * (13) Assist with accounts payable check processing.
- * (14) Assist in reporting of vendor activities and maintain related files for assigned area.
- * (15) Maintain accurate and complete files.
- * (16) Prepare requests for disbursement of state and federal funds.
- * (17) Serve as a resource to schools and divisions in areas of responsibility.
- * (18) Utilize personal computer and software applications in areas of responsibility.
- * (19) Perform routine duties as required; *i.e.*, compose and send correspondence, answer telephones, sort and distribute mail.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (21) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- * (22) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (23) Ensure adherence to good safety standards.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Model and maintain high ethical standards.
- * (26) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Exhibit professionalism in dress, attitude, and customer service.

Inter/Intra-Agency Communication and Delivery

- * (29) Exercise service orientation when working with others.
- * (30) Keep supervisor informed of potential problems or unusual events.
- * (31) Use effective, positive interpersonal communication skills.
- * (32) Respond to inquiries and concerns in a timely manner.
- * (33) Serve on school/district committees as required or appropriate.

System Support

- * (34) Exhibit interpersonal skills to work as an effective team member.
- * (35) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (36) Demonstrate support for the school district and its goals and priorities.
- * (37) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (38) Assist in the preparation of all required reports and maintain all appropriate records.
- * (39) Participate in cross-training activities as required.
- * (40) Perform other tasks consistent with the goals and objectives of the position.

*Essential Performance Responsibilities

ACCOUNTING CLERK (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E06**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.