

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work under pressure
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Possess knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Prepares reports, letters, inventories, and presentations, and maintains files.
- Processes payments for the 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
- Makes arithmetical computations rapidly and accurately
- 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
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Graduation from high school
- Three (3) years of experience in clerical accounting work
- Considerable knowledge of Microsoft Windows and Microsoft Office required with emphasis on Word, Excel, and PowerPoint

Preferred:

- College-level courses in accounting
- Experience working in a school system

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work under pressure
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Prepares reports, letters, inventories, and presentations, and maintains files
- Processes 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 the computer for payroll purposes

- Makes arithmetical computations rapidly and accurately
- 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
- Assists with budget preparation
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Three (3) years of experience in clerical accounting work
- Considerable knowledge of Microsoft Windows and Microsoft Office required with emphasis on Word, Excel, and PowerPoint

Preferred:

- College-level courses in accounting
- Experience working in a school system

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024