CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Accounts Receivable Specialist

REPORTS TO: Financial Officer

SUPERVISES: N/A

LOCATION: Central Office

TERMS OF EMPLOYMENT: 12 months/230 days

QUALIFICATIONS:

1. High School graduate (Associate's degree in accounting or related field preferred)

2. Knowledge of basic accounting principles and accounting functions

JOB GOAL: To assist in the administration of the district's business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

DUTIES & RESPONSIBILITIES:

1. Records daily deposits

2. Assists with ensuring required reports are submitted to the Business Office

3. Maintains various logs and other manual record-keeping systems related to assigned functions

4. Reconciles vendor statements monthly and maintains frequent contact with vendors to ensure accounts are current

5. Demonstrates prompt and regular attendance

6. Prepares year-end payment reconciliations and processes vendor 1099s

7. Assists with retrieving information for auditors and upon request

8. Prepares budget reports for the district

9. Keep track of all Workers Compensation Claims

10. Verify all forms have been filled out correctly and submitted to the WC insurance carrier

11. Prepares bill list, checks and their distribution

12. Assumes responsibility for Student Activities accounts

13. Performs such other duties as may be assigned by the business administrator

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____