



Accounting Clerk

Purpose Statement

The Accounting Clerk is responsible for processing payroll and supporting other financial processes within the accounting department for Bismarck Public Schools.

Supervisory Relationship

Reports to: Director of Accounting

Essential Functions

- **Coordinate Payroll Systems:** Manage payroll system procedures, including automated data systems and distribution of files/reports, ensuring compliance with regulations.
- **Compile Payroll Information:** Gather and document payroll information related to work assignments for accurate processing.
- **Process Payroll Data:** Handle and update payroll-related information to help ensure accurate and timely payments along with compliance with established practices.
- **Calculate and Audit Payroll:** Process payroll and timekeeping information accurately following all district processes and procedures.
- **Maintain Employee Records:** Keep detailed files and employee records, including leave records, timecards, employee deduction selections, ensuring accurate documentation of payroll transactions.
- **Provide Customer Service:** Address routine timekeeping and payroll inquiries, resolve discrepancies, provide requested information, and clarify procedures with effective communication to staff.
- **Respond to Inquiries:** Address questions from staff and administration regarding payroll and financial procedures, providing guidance to facilitate transaction processing as necessary.
- **Process Financial Data:** Assist others in the department as needed with various financial tasks such as processing invoices for payment, depositing cash and check collections, completing basic adjusting journal entries to the general ledger, and federal grant tracking and monitoring.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and using pertinent software applications.
- Ability to plan and manage projects and develop effective working relationships.
- Effective communication skills, both written and oral.

Knowledge

- Understanding of personnel processes, payroll-related laws, codes, policies, and regulations.
- Intermediate knowledge of Microsoft Excel, including use of a variety of formulas.
- Familiarity with accounting/bookkeeping principles and computer skills.

Abilities

- Gather, collate, and analyze data.
- Work with diverse individuals and groups.
- Maintain confidentiality and work as part of a team.
- Adapt to changing work priorities and meet deadlines.

Responsibility

Work under limited supervision following standardized practices and/or methods. Complete all essential functions as listed in the job description timely and accurately. Utilization of some resources from other work units is often required to perform the job's functions. Have a continual impact on the organization's services.

Work Environment

The job requires some lifting, carrying, pushing, and pulling, with significant fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed in a clean and healthy environment.

Experience

Job-related experience of at least one year with increasing levels of responsibility is required.

Education

Associate's degree in a job-related area.

Continuing Education/Training

Participate in on-going training as required.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SM

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