

Lead Fiscal Services Account Clerk

DEFINITION:

Under the direction of the Fiscal Support Manager, maintains and interprets complex and financial spreadsheets, oversees projects/activities/funds records, prepares various reports, and performs advanced accounting activities such as accruals to support the monthly and annual accounting reports and the year-end closing process.

QUALIFICATIONS:

Experience: Three (3) years of increasingly responsible experience in the maintenance of financial or statistical records in one or more of the following areas, general accounting, or accounts payable.

Education: Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.

DISTINGUISHING CHARACTERISTICS:

The Lead Fiscal Services Account Clerk helps direct the activities of the Fiscal Services Account Clerk assigned to accounts payable activities. The Lead Fiscal Services Account Clerk is expected to handle more complex and specialized accounts payable and accounting activities than a Fiscal Services Account Clerk, including but not limited to: maintaining and interpreting complex contracts and financial spreadsheets, overseeing projects/activities/funds records, preparing various reports, and performing advanced accounting activities such as accruals to supporting the monthly and annual accounting reports and the year-end closing process. Employees in this class work within established procedures but exercise independent judgment in handling individual situations and establishing methods within existing departmental guidelines. The Lead Fiscal Services Account Clerk represents the second level in a career path for clerical to professional accounting. Advancement to Lead Fiscal Services Account Clerk requires two (2) years in the capacity of Fiscal Services Account Clerk or equivalent and compliance with stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Perform complex and specialized accounts payable and other accounting duties to support the Fiscal Services Support Manager. Manages and interprets complex contracts and payments for facilities and other large projects.
- Manages and issues a batch of payments (weekly check run) to vendors as needed
- Oversees accounting records and documentation for appropriate audit trail.
- Performs routine bookkeeping operations.
- Prepares and reconciles accruals, other financial records and vendor files.
- Prepares, maintains and processes financial and accounting records relating to accounts payable, complex contract administration, payments, projects/activities/funds, expenses and budget control.
- Records, compiles, groups and reports transactions in various formats to provide understandable information to users.
- Reviews, analyzes, and verifies accounting documents and other records and ensures accuracy and completeness.
- Uses financial accounting system to update and retrieve accounting records and data.
- Assembles warrants and prepares listing sheets.
- Ensures funds are available and encumbered for disbursements.
- Ensures proper procedures are consistently followed, responds to inquiries concerning processes and records.
- Provides recurring reports for special projects.
- Assists in the monthly and annual financial closing process.
- Prepares and reviews budget and cash disbursements report.
- Prepares accounts payable accrual entries and other reports to assist in the monthly and annual closing process.
- Prepares a variety of accounting records, reports and documents.
- Assist in opening and closing District financial records.
- Assist in preparing, adjusting and reconciliation of accounts payable to maintain correct balances in general ledger and budget ledgers.
- Works on special projects at the direction of the Fiscal Support Manager.

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- Prepares and maintains complex financial spreadsheets.
- Interprets and prepares printouts for form and content and makes corrections as needed.
- Organizes or classifies documents for distribution, retention of files and supporting documentation for audit purposes and/or other disposition.
- Trains or assists with training new Fiscal Services Account Clerks
- Leads Account Payable employees through a problem-solving process resulting in analysis, cause and effect, and recommendations.
- Establish priorities and makes decisions within the scope of responsibility.
- Performs other related duties as assigned.

KNOWLEDGE:

- Intermediate accounting practices and procedures including accruals.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills, including correct English usage, grammar, spelling and vocabulary.
- Applicable laws, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Audit standards and record retention regulations.
- Operating various office machines, including personal computers, calculators, and assigned software programs, including mastery of Microsoft Word, PowerPoint and Excel.
- Telephone techniques and etiquette.

ABILITIES AND SKILLS:

- Read and interpret complex contracts and prepare payment schedules.
- Exercise initiative and good judgment in helping with the activities of the Fiscal Services Account Clerk assigned to accounts payable activities.
- Interpret and utilize accounting information to prepare various reports and accruals.
- Prepare and process financial, statistical, accounting and other documents, records and materials manually and on a computer.
- Meet rigid monthly and annual schedules and timelines.
- Assist personnel with questions and understanding data, procedural improvements and various accounting functions.
- Process high volume account payable quickly and accurately.
- Work effectively under stressful conditions and tight deadlines.
- Use correct vocabulary and grammar.
- Maintain composure in the face of high workload, competing or conflicting demands, ambiguous assignments, interruptions and distractions.
- React to change in a positive manner, quickly adapting work methods or learning and implementing new work methods or procedures.
- Show a high level of care and thoroughness in handling the details of the job.
- Correctly perform the mathematical operations of the job.
- Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

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Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

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