USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - ACCOUNTING**

SUPERVISOR: Assistant Superintendent of Business and Finance

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Reconcile bank statement weekly with all debits, credits, and posted receipts to account for the districts expenditures.
2. Post receipts on districts FA2 system for the purpose of accountability within the school district.
3. Manage insufficient check collection to account for all that have insufficient payments to the district.
4. Provide vendors the appropriate paperwork to complete routine and Capital Outlay projects within the district.
5. Prepare monthly Board of Education inserts to keep the Board of Education members informed.
6. Post and manage account numbers in the districts FA2 system to ensure accurate bookkeeping.
7. Manage and run monthly budget reports in order to provide timely budget information to department heads and principals.
8. Balance receipt books to ensure accountability of district funds.
9. Prepare chart of accounts books to ensure that all the proper accounts are being credited when compiling Ereqs.
10. Assist with annual budget preparation to allow for budget projections.
11. Manage Petty Cash account by auditing all school petty cash accounts to maintain accountability of each individual school.
12. Prepare quarterly Medicaid report in order to receive state reimbursement.
13. Prepare paperwork for bond payments to ensure the proper company is paid.
14. Manage all software cleanups in order to ensure efficient operations.
15. Manage Bond and Notary Insurance to ensure access to notaries within the schools.

16. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008