

CLAIRTON CITY SCHOOL DISTRICT

ACCOUNTS PAYABLE SECRETARY

QUALIFICATIONS

1. Bachelor's or Associate's degree in Accounting, Finance, Business Administration, or a closely related field. (Extensive, relevant professional experience may be considered in lieu of a degree).
2. Demonstrated competencies in mathematics, general accounting, typing, filing, organizing, note-taking, answering phone, and working cooperatively with others.
3. Computer skills including but not limited to ProSoft, Excel and Word.
4. Minimum of 3–5 years of experience in accounts payable, bookkeeping, or general accounting.
5. Prior experience in public education, municipal government, or fund accounting is highly preferred. Familiarity with Pennsylvania school finance and PDE reporting is a significant advantage.
6. Proficiency in specialized financial accounting software (e.g., CSI, ProSoft, Skyward, or similar ERP systems) and advanced skills in Microsoft Excel.
7. High ethical standards, strict confidentiality, strong organizational skills.

REPORTS TO:

Business Administrator

RESPONSIBILITIES:

Cash Receipts:

1. Daily Deposits for all funds
2. Enter daily revenues to hand-written ledger and into ProSoft

Accounts Payable:

1. Review PR received and prepare other PR as necessary
2. Assign vendor number and accounting charge codes
3. Process District purchase orders
4. Enter invoices into ProSoft
5. Print checks and mail to vendors
6. File invoices in vendor files
7. Assist with the monthly reconciliation of district bank accounts, petty cash, and student activity funds.

General Ledger:

1. Maintain on daily basis – deposits, expenditures, interest, fees, and adjustments
2. Print and review account transaction detail
3. Print accounting and financial statements, monthly and/or as needed.
4. Analyze accounts and details as required
5. Maintain ledger and reconcile activity account
6. Maintain ledger and reconcile cafeteria account
7. Maintain ledger and reconcile capital reserve account

Miscellaneous Duties:

1. Prepare tax exemption certificates for district
2. Provide all requested data and documents to support audits
3. Prepare accounts receivable invoices as necessary
4. Issue 1099's at the end of the year
5. Compile monthly "Bills Lists" for Board Report
6. Coordinate the issuance of bids and the receipt and analysis of bid results
7. Serve as a backup for payroll processing and employee benefits as needed.

Assist Business Manager As Needed:

1. Maintain ProSoft ledgers
2. Prepare and enter monthly journal entries
3. Reconcile general fund cash and investment accounts
4. Assist the Business Manager in preparing schedules, pulling documentation, and answering inquiries for the annual local, state, and federal audits.
5. Assist in the preparation and submission of financial reports to the Pennsylvania Department of Education (PDE).
6. Aid in the development, data entry, and monitoring of the annual school district budget. Monitor departmental spending and notify administrators of account balances.
7. Initiate fund transfers as required from cash and investment accounts
8. Assist with other financial duties that are related to above items as assigned by the Business Manager or Superintendent to support district operations.

Required Clearances (Prior to Employment)

As a public school district employee in Pennsylvania, the successful candidate must provide current, valid copies of the following:

1. Act 34 (PA State Police Criminal Background Check)
2. Act 151 (PA Child Abuse History Clearance)
3. Act 114 (FBI Fingerprint Clearance)
4. Act 168 (Sexual Misconduct/Abuse Disclosure Release)
5. Current TB Test results.

Physical Demands & Work Environment

1. Standard office environment with frequent sitting, computer work, and repetitive motion.
2. Ability to occasionally lift and carry boxes of files or supplies up to 20 lbs.
3. Fast-paced environment requiring the ability to manage multiple deadlines, especially during month-end and year-end closing periods.

Clairton City School District is an Equal Opportunity Employer.