

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience as an accounts payable clerk or bookkeeper (one year of post secondary business training may be counted toward experience requirement).
- (3) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Knowledge of rules, regulations and policies controlling budgetary fiscal record keeping. Ability to pay attention to detail and deadlines. Ability to establish and maintain positive working relationships with school and District staff and vendors. Ability to utilize technology to accomplish tasks. Knowledge of office practices and procedures. Ability to operate office equipment. Ability to prepare complex and accurate accounting reports.

REPORTS TO:

Administrative Assistant, Fiscal

JOB GOAL

To provide support services to all District schools and departments by performing accounts payable functions in the most efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with establishing and maintaining an approved accounting system.
- * (2) Maintain and monitor all accounts and vouchers relating to the schools and departments.
- * (3) Conduct routine pre-audits and post-audits by examining, analyzing, and verifying invoices, bills and vouchers, records, funds and accounts for accuracy and completeness.
- * (4) Check and verify invoice items and prices with purchase orders, and prepare invoices.
- * (5) Check and verify all employee travel.
- * (6) Computer input of all pertinent data daily.
- * (7) Submit, edit and post on line reports to generate checks weekly.
- * (8) Establish vendor files and answer vendor questions as appropriate.
- * (9) Generate 1099's at calendar year end.
- *(10) Internal Accounts - Verifying monthly Principal's Reports on the school's internal accounts and troubleshooting at school site the bookkeeper's books, bank statements and ledger cards to keep accounts in balance for the fiscal year.
- *(11) Assisting State and Federal Auditors in procuring any information necessary to audit the financial records for the District.
- *(12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: Classified Personnel Salary Schedule