



## **JOB DESCRIPTION**

### **Finance Clerk**

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#### **DEFINITION:**

Under the direction of the assigned Principal, perform a variety of technical accounting duties in support of Associated Student Body (ASB) accounts and functions; process, evaluate and record various transactions; maintain, balance, reconcile and adjust assigned accounts; prepare and maintain a variety of financial and statistical records and reports.

#### **ESSENTIAL DUTIES:**

- Perform a variety of technical accounting duties in support of ASB accounts and functions such as accounts payable, accounts receivable and club, athletic and scholarship funds and accounts; ensure accounting activities comply with established guidelines, policies and procedures.
- Assist in monitoring designated budgets to verify accuracy of allocations and ensure expenditures do not exceed established limitations as assigned; initiate budget transfers and adjustments as directed.
- Calculate, assemble, match, code, sort, tabulate, review, verify and post a variety of financial and statistical data; monitor and update funds, accounts and related ledgers with expenditures, income, transfers and other transactions.
- Maintain, verify and audit assigned accounts; review, adjust and ensure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; monitor fund balances of assigned programs; audit accounts for errors and make appropriate adjustments.
- Process accounts payable as assigned; prepare and process invoices, reimbursements and billings for payment; verify invoices and match with purchase orders and other documents; issue and distribute payments to vendors, athletic officials, contractors and others.
- Prepare and process middle or high school and ASB purchase orders and requisitions; ensure purchases comply with established guidelines and limitations; inspect orders for accuracy and completeness regarding account coding and cost calculations; prepare and issue checks.
- Process accounts receivable in support of ASB and middle or high school activities; collect, receive, verify and process incoming cash, monies, deposits and receipts; issue and prepare receipts; count and record monies into proper accounts; prepare and make bank deposits.
- Prepare and maintain a variety of auditable financial and statistical records and reports related to accounts, balances, income, expenditures, scholarships, sales, general ledger, transfers, receipts, cash, balances, deposits and assigned activities; establish and maintain filing systems.
- Prepare and coordinate cash boxes for athletic events as assigned; balance and reconcile cash boxes; prepare tickets for distribution; oversee and coordinate student assistants; sell yearbooks and tickets for dances and account for related transactions; distribute yearbooks and caps and gowns to students.
- Monitor inventory levels of ASB, student store and other assigned supplies; order, receive and maintain adequate inventory levels of supplies; organize and conduct regular and periodic inventories and prepare related records and reports.
- Input a variety of financial and statistical data into an assigned computer system; establish and maintain various automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports and statements; ensure accuracy of input and output data.
- Compare and reconcile various fiscal statements, records and reports to ensure accurate fund accounting; review and audit data, records and reports for accuracy and completeness; identify, research and resolve errors and discrepancies.

- Research, compile, prepare and revise accounting data and documents; distribute, receive, process, audit and evaluate various fiscal forms, documents and applications; prepare various contracts as assigned.
- Communicate with District, school personnel and various outside agencies to exchange information and resolve issues or concerns; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Assist in coordinating and advising school sites concerning fundraising activities; receive, verify, balance and process fundraising and club deposits; maintain related records.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to:

- Graduation from high school or equivalent GED supplemented by college-level course work in accounting or related field.
- Two years accounting experience, including some work with ASB fiscal functions.

Desirable Qualifications:

- School district general accounting experience.

Licenses, Certifications and other Requirements:

- Passing score on District administration test.
- Fingerprint clearance.
- Negative TB test result.

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Guidelines, practices, policies and procedures related to ASB accounting functions.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Use and processing of purchase orders, requisitions, receivables, invoices and related documents.
- Policies and objectives of assigned programs and activities.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical accounting duties in support of ASB and junior high and high school accounts and functions.
- Maintain accurate financial and statistical records.
- Prepare comprehensive accounting reports and statements.
- Identify, investigate and resolve financial errors and discrepancies.
- Monitor and audit revenue and expenditures.
- Collect, receive, verify and process incoming cash, monies, deposits and receipts.
- Assemble, organize and prepare data for records and reports.
- Prepare, process and verify purchase orders and requisitions.
- Maintain, balance, adjust and reconcile accounts.
- Prepare invoices, billings and reimbursements for payment.

- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Board Approved: 05/12/2020**

**CSEA Approved: 05/07/2020**

**FLSA Status:** Non-Exempt (Classified Employee Salary Schedule)