

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Account Clerk/Payroll Clerk	Job Code: 75032
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 6
Reports to:	Director, Business & Finance	Salary Locator: Classified Schedule

PCSD position that falls under this description is Accounts Payable Clerk

SUMMARY:

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

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) Proficient in the use of calculators and computers
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies, financial reports and procedure manuals
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Financial Management and Human Resources leave system and Skyward inventory system (if applicable).
- (4) Considerable knowledge of principles and practices of accounting
- (5) Ability to apply knowledge to work situations
- (6) Ability to gather data and make judgments
- (7) Knowledge of rules, regulations and policies controlling budgetary fiscal record keeping
- (8) Ability to pay attention to detail and deadlines
- (9) Ability to establish and maintain positive working relationships with school and District staff and vendors
- (10) Ability to utilize technology to accomplish tasks
- (11) Knowledge of office practices and procedures
- (12) Ability to operate office equipment
- (13) Ability to prepare complex and accurate accounting reports

REPORTS TO: Director, Business & Finance

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2005
Amended: May 20, 2014