

SCHOOL DISTRICT OF BAKER COUNTY**JOB DESCRIPTION****ACCOUNT CLERK / PAYROLL CLERK****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Two (2) years experience in School Board finance.
- (3) Type at a prescribed rate of 40 CWPM.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess working knowledge of the operations, functions and equipment of the School Board Finance Department. Ability to understand written and oral instructions. Knowledge of bookkeeping procedures, government accounting, purchasing, accounts payable receivables, payroll, personnel, cost report cash advances and investments. Good business English and mathematics skills. Ability to establish and maintain good working relationships with District and school personnel. Ability to utilize the computer and appropriate software programs.

REPORTS TO:

Assistant Superintendent, Business and Finance

JOB GOAL

To perform assigned payroll and accounting procedures in order to ensure that employees and vendors are paid accurately and promptly.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform data entry of required information for processing of accounts payable.
- * (2) Verify accuracy of accounts payable and reports and authorize printing of warrants.
- * (3) Disseminate warrants to vendors.
- (4) Maintain an updated computerized vendor file.
- * (5) Maintain all accounting ledgers and reports including balancing reports with bank statements.
- * (6) Handle all cash receipts and deposits.
- * (7) Maintain bank balances.
- * (8) Prepare and verify payroll information.
- * (9) Perform data entry of required payroll registers and the printing of payroll warrants.
- * (10) Prepare and verify all required payroll data for transmission to Department of Education.
- (11) Prepare employee income verification for tax purposes.
- * (12) Maintain pertinent files and records.
- (13) Compile data for auditors as directed.
- (14) Type pertinent correspondence.

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ACCOUNT CLERK / PAYROLL CLERK (Continued)

- (15) Balance all funds for revenue and expenditures and compile cost report information.
- (16) 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