

Greenwood School District 50
Position Description

POSITION TITLE: Account Clerk/Bookkeeper

Department: Business Office
Reports To: Director of Finance
Date: 2/06/2012

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- ⇒ Reviews cash receipt vouchers prior to posting.
- ⇒ Posts cash receipts, claims, and revenue from county treasurer monthly and runs revenue report.
- ⇒ Sets up all Expense and Revenue accounts needed for posting budgets and reviews all budget posting for accuracy.
- ⇒ Reviews cash receipts and prepares statement of miscellaneous revenue to be sent to county treasurer each month with the appropriate account numbers.
- ⇒ Prepares a list of refunds or voided checks to back off claims and adjustments to claims for vocational stores purchases and vocational fringe.
- ⇒ Balances general ledger accounts monthly.
- ⇒ Posts any returns and other adjustments that need to be made to the STORES charges.
- ⇒ Posts interest received, service charges incurred and other adjustments to bank accounts.
- ⇒ Reconciles the payroll, food service and disbursement bank statements monthly.
- ⇒ Prepares and posts all journal entries as needed.
- ⇒ Runs detail accounts or funds as requested, and assists principals, supervisors, and grant administrators with questions regarding their accounts.
- ⇒ Keeps daily balance of cash on deposit in operating bank account. Reconciles the cash book account with the ledger at end of each month.
- ⇒ Recaps and posts payroll tax transfers monthly.
- ⇒ Assists grant coordinators in listing items purchased.
- ⇒ Reconciles state and federal funds monthly.
- ⇒ Works closely with outside auditors in reconciling account records at the end of the year. Posts all audit entries for year-end closing including accounts payable, accounts receivable and adjusting entries.
- ⇒ Posts all audit-reversing entries after year-end close out.
- ⇒ Deletes operating and payroll checks from system when checks are cleared and bank accounts are reconciled.
- ⇒ Adds and deletes vendors from system as needed.
- ⇒ Adds and deletes account numbers from system as prescribed by Director of Finance.
- ⇒ Enters required accounts for restricted budgets prescribed by Director of Finance.
- ⇒ Enters account balances per auditor and sets up grant moneys that are carried forward each year on certain grants.
- ⇒ Performs other duties as may be required by the Director of Finance or Assistant Superintendent for Business.
- ⇒ Prepares free and reduced lunch applications.
- ⇒ Prepares program agreement.
- ⇒ Coordinates direct certification letters.
- ⇒ Prepares letters for return of free and reduced applications.
- ⇒ Coordinates ending and beginning student account balances.
- ⇒ Coordinates uniform allowances with managers and food service vendor.

- ⇒ Furnishes Program Agreement to schools.
- ⇒ Verifies free and reduced applications.
- ⇒ Performs on-site reviews.
- ⇒ Monitors contract with food service vendor.
- ⇒ Monitors commodity inventory reports.
- ⇒ Monitors responsibilities under program regulations.
- ⇒ Acts as liaison between the District, food service vendor, and managers.
- ⇒ Perform any other duties required to maintain the school food service program.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma with 5 years bookkeeping experience; or AA degree in accounting with 3 years experience. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret financial reports. Ability to write simple correspondence. Ability to present information in one-on-one and small group situations to customers, clients, and other employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up

to 10 pounds. Specific vision abilities required by this job include close vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc. While performing the duties of this job, the employee is required to meet deadlines with severe time constraints.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

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 for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.