JOB DESCRIPTION

Position: Accounting Clerk
Status: Classified
Reports to: Superintendent of Schools
Salary: Classified Salary Schedule, Column E

Desirable Qualifications:

- High School Diploma or equivalent (college degree preferred)
- Minimum of two years accounting experience preferred
- Working knowledge of IBM and Macintosh computers (Windows, MS Word, Excel, Quicken)

Performance Responsibilities:

General Responsibilities: The Accounting Clerk assists the business manager in maintaining financial records, accounts payable and preparing payroll.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation..
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions

- Assist business manager with accounts payable, gathering needed invoices, packing slips and other documents; input accounts payable into the accounting software; research discrepancies and other issues when applicable
- Type purchase orders and input purchase order information into accounting software
- File paid bills, invoices, purchase orders and other documents
- Assist business manager in maintaining Class & Club accounts and individual student state travel accounting
- Receipt funds for the food service program and inputs Student Lunch Transactions into student accounting software

- Inventory food service items and commodities, assist with ordering as needed
- Assist business manager with payroll, sorting timesheets and checking them for accuracy
- Assist with grant applications, budgets and filing
- Assist with accounts receivable as needed
- Answer phone, screens calls and take accurate messages
- Pick up, sort and distribute mail
- Take safety precautions and reports any unsafe conditions; promptly submits accurate accident reports.
- Other duties as assigned

I have read and understand the above job description.

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Signature of Employee Date

It is Wrangell Public School District's policy to not discriminate on the basis of race, color, national origin, sex or disability.