

MADISON COUNTY SCHOOLS

Job Description

CLASS TITLE: ACCOUNT CLERK

REPORTS TO: CHIEF FINANCIAL OFFICER

EXEMPT STATUS: Non-Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Under general supervision, to perform specialized accounting, budget control, and clerical functions in maintaining financial and statistical records, utilizing manual and computer processes; to perform difficult and technical accounting, budget control, and clerical functions; and to do other related work as required.

REPRESENTATIVE DUTIES:

- Perform specialized and technical functions in assembling, tabulating, calculating, verifying, and filing accounting, and fiscally related information and data.
- Perform complex and technical fiscal and record management operations related to one or more specialized accounting, budget control functions.
- Assist in revision, formulation, and implementation of accounting, budget control, and record management systems and procedures.
- Post, balance, and verify accounting, budget control records.
- Establish, post, and maintain journals, ledgers, and a variety of other accounting and records.
- Prepare and verify the accuracy and completeness of financial files, records, and reports.
- Prepare accounting, budget control record analyses.
- Operate computers, business office machines and equipment.
- Work with a computer-based accounting, budget control system.
- Prepare system input data and analyze, verify, and reconcile output reports.
- Make complex arithmetical calculations and verify computations.
- May perform lead functions within a specialized accounting, budget control, or record management system, that may include the preparation of technical and complex reports.
- May interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel.
- May provide technical information to Local, State, and Federal agencies.
- Maintains regular attendance.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, and procedures of school district accounting, budget control, and record management;
- Operation of manual and computer-assisted accounting, budget control, and record management systems;
- Modern office practices, procedures, and techniques;
- Organization and planning methods, trends, techniques, and practices.

ABILITY TO:

- Perform complex and technical accounting, budget control, and clerical functions;
- Prepare, review, and analyze accounting, budget control, and files, records, summaries, and reports;
- Perform double entry bookkeeping and elementary accounting;
- Lead and advise other accounting, budget control, and clerical personnel;
- Make complex arithmetical calculations and verify the results;
- Effectively and efficiently operate computers and other machines and equipment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three years of highly responsible experience in accounting, payroll, or budget control record management and reporting

Education:

High school diploma or equivalency, supplemented by training or coursework in elementary accounting, bookkeeping, business office organization and planning, or closely related field.