

Job Description

Position Title: Accounting Clerk

Accountable To: Operations Manager

FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs intermediate skilled administrative support work performing routine accounting and clerical functions, processing invoices, receipts, wire transfers, payroll, and individual benefit claims; maintaining financial records and files; maintaining inventory of facility assets and scheduled maintenance/replacement; and overseeing information technology licenses and vendors.

Work is performed under the limited supervision of the Operations Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Job Functions:

Prepare and process invoices and receipts, ensuring accurate coding and approvals.

Assist the District's accounting consultants in the processing and approval of the general ledger and checks, coordinating with the District's financial institutions on the posting, voiding and reissue of checks for payment.

Enters and updates processed invoices into District's database, facilitating the tracking of vendor payments for routine query and annual audits.

Responds to inquiries and complaints from departments and vendors, providing information and assistance to resolve issues.

Enters a variety of information into computer systems; sorts indexes, and maintains various financial records; prepares and disseminates a variety of financial reports.

In coordination with District financial advisors tracks routine payment of debt service, and prepares and routes wire transfers.

Supports the Operations Manager in initiating and managing the annual audit, collecting and assembling information from staff, and facilitating auditor's access and use of financial records.

Facilitates the processing of employee benefit needs, providing and routing forms as needed, including health savings accounts, deferred compensation, vacation, leave of absence, workers compensation, unemployment claims, etc.

Job Description

Assists the Operations Manager in processing bi-weekly payroll between staff and District payroll consultants.

Assist the Operations Manager in maintaining inventory, routine maintenance/replacement schedules, and insurance for District assets, including office equipment, computers, facility, fleet, and capital project investments.

Oversee routine information technology needs of the District, serving as primary contact for interactions with information technology vendor regarding contracts, software licenses, troubleshooting, and equipment repair/replacement. Provides technology support to staff as needed for equipment throughout the facility, including the Board room.

Education and Experience:

Associates/Technical degree with coursework in accounting, business or office administration, or related field and moderate experience in finance, accounting and accounts payable, or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Thorough knowledge of standard accounting practices, principles and procedures; thorough knowledge of regulatory standards and compliance requirements; thorough knowledge of business English, spelling and arithmetic; ability to maintain confidentiality of sensitive employment information; ability to keep accounting records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on matters and to perform finance administration duties independently; ability to maintain a flexible attitude toward job responsibilities, timelines, and procedural changes; ability to willingly assists other employees as needed to ensure efficient workflow; ability to provide superior customer service and interaction in a friendly, professional manner; ability to work independently or as a team member; ability to operate computer and standard office equipment and related hardware and software packages, including accounting software; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with local and agency officials, associates and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing and walking and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Notary Public designation within six months of hire.
Valid driver's license.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.