

JOB DESCRIPTION

TITLE: ACCOUNTING CLERK

PRIMARY FUNCTION:

Perform accounting tasks related to the school division's collections and disbursement of funds.

DESIRED QUALIFICATIONS:

1. Any combination of education and experience equivalent to graduation from high school, supplemented by courses in business mathematics and accounting, and some experience in general office work.
2. General knowledge of clerical/accounting terminology, methods, procedures and equipment.
3. General knowledge of standard office procedures and practices.
4. Ability to establish and follow detailed work procedures.
5. Ability to post accounts with speed and accuracy.
6. Ability to perform mathematical computations with speed and accuracy.
7. Experience in working with automated accounting systems.
8. Skill to use a variety of office machines.

WORKING CONDITIONS:

Sitting for extended periods of time; kneeling, crouching and bending to retrieve files; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials.

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REPORTS TO:

Chief Financial Officer

PERFORMANCE RESPONSIBILITIES:

1. Responsible for maintaining detailed records of all school system revenue and receivables.
2. Manage disbursement of all school system funds and perform related accounting tasks such as printing of checks, maintaining check registers and appropriate supporting documentation.
3. Responsible for coordinating vehicle, liability and property insurance and claims.
4. Generate and process invoices to other agencies, as required.
5. Make journal entries as necessary for changes or corrections in any financial data.
6. Responsible for reconciling receivable balances on a monthly basis
7. Assist in entry and preparation of annual school budget.
8. Assist in monthly analysis of financial statement, as necessary.
9. Perform any other specific and reasonable duties as shall be requested by the Chief Financial Officer.

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10. Responsible for all functions relating to data processing of purchasing orders, including data entry, encumbrance accounting activities, verification of available funds, and communicating with schools and departments when sufficient funds are not available.
11. Prepare accounting paperwork required for various purchasing processes and reconciles invoices with purchase orders in preparation for payment processing.
12. Responsible for maintaining bidder's lists and all purchasing files including bid and related contract files.

TERMS OF EMPLOYMENT:

As per statement of employment for non-certificated personnel.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on October 3, 2005.

Revised: by the Superintendent of Schools on November 30, 2020.