



## Fort Cherry School District

### Job Description

<b>Title:</b>	Accounting Clerk
<b>Overview:</b>	Employee shall perform and oversee the prompt and accurate handling of employee payroll, District purchasing, and business accounting and recordkeeping
<b>Location:</b>	Central Office
<b>Reports to:</b>	Business Manager
<b>Supervises:</b>	NA
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

#### Essential Duties:

1. Make salary and wage computations for all employees in order to prepare payroll for processing
2. Maintain accurate payroll records for all employees, including all payroll deductions
3. Maintain accurate benefit records for all employees, including all insurance coverages
4. Maintain budget distribution records for employer portion of FICA and Medicare
5. Balance and prepare all W-2's and tax forms at the end of the calendar year and prepares all quarterly and yearly payroll reports
6. Process all payroll checks and direct deposits
7. Process invoices for payment by coordinating them with purchase orders, confirming receipt and verifying calculations, account numbers, and vendor numbers



8. Verify annual payments to contracted vendors are correct according to the contract
9. Process daily receipts and posts to appropriate accounts
10. Perform or coordinate all accounts payable and accounts receivable data entry
11. Assist the Business Manager with budgeting and financial planning
12. Assist the Business Manager with the monthly reconciliation of all bank statements on a monthly basis
13. Assist in the preparation of the monthly Budget Control Report
14. Conduct pre-audits as assigned by the Business Manager. Communicate effectively with all members of the District and Community
15. React to change productively and handle other tasks as assigned
16. Maintain confidentiality
17. Support the mission, vision, and belief statements of the District
18. Any other responsibilities assigned by the Superintendent/Business Manager

### **Qualifications and Skills:**

- Bachelor's degree in Business Administration, Finance, or Accounting
- One (1) to three (3) years of previous experience in accounting and/or auditing preferred
- Experience in field of human resource management
- Experience with payroll, accounting, and/or budgeting.
- Experience and proficiency in using technology, including but not limited to financial programming
- Experience in completing government reports including federal, state and local reports.
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment



- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Business Manager

**Terms of Employment:**

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement