

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Accounting Clerk (T35)	Job Family: 10
Department: Accounting, Budgets and Audits	Lane Placement: 6
Supervisor's Title: Director of Accounting, Budgets and Audits	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours
Department Approval: <u>[Signature]</u>	Date: <u>6/6/2013</u>
ADA Review: <u>[Signature]</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>05/85</u> Revised: <u>11/94</u> Revised: <u>11/98</u> Revised: <u>07/13</u>	

GENERAL FUNCTION

Under the supervision of the Director of Accounting, Budgets and Audits, the **Accounting Clerk** processes full cycle of accounts payable each week. Incumbent maintains records for financial operations and transactions within the financial system and manages the accounts payable procedures in the District Office. Incumbent receives, organizes, verifies, interprets, records, codes, examines, calculates, and prepares data for accurate payment. Incumbent responds to questions from employees, vendors, and administrators.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Audit vendor files for missing purchase orders, invoices, verifications, and/or credit memos and request missing documentation for prompt payment. Verify vendor tax information (W-9) is on electronic file. Scan and index vendor payments electronically. Assist vendors, schools/departments with distribution of sales tax exemption/ W-9 forms. Maintain all pertinent vendor account information.
- Inspect invoices for correct sales tax, freight charges, inventory groups, etc.
- Validate invoiced goods or services have proper approvals based on dollar volume, state contracts and bids. Calculate discounts owed to the District based on invoice terms. Confirm invoiced goods or services were received.
- Input invoice data into financial system for check or ACH generation. Confirm checks are paying correct vendor before payment is sent. Process and prepare checks and ACH payments for distribution with appropriate vendor remittance advices.
- Audit and balance monthly Purchase Card program activity.
- Scrutinize cash payment requests, including school and employee reimbursement requests, not on purchase order (NPO) for compliance with District procedure, proper approvals, account coding, vendor information and backup documentation.
- Audit and process mileage reimbursements.
- Work with vendors, school and department secretaries and administrators to resolve all issues and problems arising from the entire accounts payable process, including: purchasing orders, invoices, W-9s, NPOs, verification requests, shipping documents, statements, 1099's, etc.
- Sort, log and distribute all mail associated with accounts payable processes.
- Correspond with vendors, schools and departments by telephone, e-mail and memos.
- Request, enter and maintain Federal Identification numbers or W-9s for 1099 reporting.
- Investigate all vendor statements indicating outstanding invoices to determine validity and why school/department has not communicated verification for payment.
- Request stop payments, voided checks, and journal entries as necessary.
- Review account coding for appropriateness with District chart of accounts.
- Prioritize workflow to maximize discounts offered by vendors and to maintain good District credit rating.
- Enter, set-up and maintain bank information for ACH payment. Connect financial system between employee payroll file and employee reimbursement ACH file.

- Assist Lead in preparing District deposits. May act as a fill-in when the Lead is absent.
- Train administrators and secretaries on District financial policies and procedures.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires high school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one year of training in basic accounting or general business skills plus requires two years job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires high proficiency and accuracy on a 10-key number pad. Requires verified typing skill of 50 wpm.
- Strong working knowledge of relevant Federal, State, and District policies and procedures preferred.
- Requires excellent interpersonal skills and ability to communicate with clarity and precision.
- Requires ability to compose and structure correspondence with correct grammar, punctuation, and spelling. Requires competence in reading, writing, and math.
- Requires ability to handle confidential information.
- Requires ability to organize and prioritize several projects and assignments at a time.
- Requires ability to meet numerous deadlines for numerous vendors (several hundred bills) as well as dozens of billing problems each week.
- Requires basic word processing, spreadsheet, Internet, and computer functionality skills. Experience with District finance system highly preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment (e.g. computer, 10-key, copy machine, telephone, FAX machine).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk; may stoop, kneel or crouch; use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.