

SENIOR ACCOUNT CLERK

CLASS SUMMARY

Under general supervision – provides technical and complex accounting support including responsibility for financial and statistical records, such as accounts payable and/or receivable, purchase orders, cash receipt, and journals and control records; prepares special accounting statements and reports in assigned areas; performs related duties as required.

REPRESENTATIVE DUTIES

Maintains, reconciles, and prepares automated financial report; manages accounts payable accounts; reviews expenditure reports and verifies financial transaction of categorical grants and programs to prepare worksheets; establishes procedures, coordinates, and performs accounts payable activities, including verifying invoices and purchase orders with receiving slips, initiates corrective actions where necessary; communicate with vendors by phone or mail regarding status of their invoices; performs detailed analysis and comparison of invoices from vendors with all of the necessary support material in order to process them for payment; audits reimbursement for proper mathematical, procedural and documentary support; prepares lease payments; prepares summary reports, supervises preparation of monthly grant checks; Prepares payroll spreadsheet allocations; calculates salary earnings; monitors, adjusts, allocates and codes accounts; coordinates student loan account collection, including analyzing deferment needs, negotiates repayment issues, traces lost borrowers, provides notification changes of loan status; posts payments and reconciles accounts payable general ledger; reviews, verifies and prepares data for journal entries; posts financial and budget transactions to accounts, journals and ledgers; prepares worksheets for cash flow statements, fixed assets schedules and other financial information

Maintains bookkeeping records; counts money and posts daily sales; checks and balances cash receipts, including deposits and reconciliation of bank statements; checks invoices, posts accounts payables; maintains general ledgers, runs trial balances, prepares profit and loss statements and prepares reports; assists and advises students regarding records and accounts; types letters, purchase orders and invoices; maintains files.

ORGANIZATIONAL RELATIONSHIPS

This position reports to assigned administrator or designee.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, education and experience equivalent to high school diploma and

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basic clerical and accounting training; and three years of increasingly responsible experience in a related bookkeeping/financial recordkeeping environment.

Knowledge and Abilities

Good Knowledge of: basic mathematics; methods, principles, practices and terminology used in accounting and recordkeeping; related school district accounting policies and regulations.

Knowledge of: Spreadsheet and wordprocessing software applications; basic office procedures, methods and office equipment.

Ability to: to prioritize work load and prepare necessary reports; work independently and accurately; follow through on own initiative to clear up discrepancies or obtain necessary support materials.

Skills: Must complete math, checking & coding skill evaluation. Screening committee will use results as one of the selection criteria.