

Jordan School District
CLASSIFIED JOB DESCRIPTION

| | |
|--|------------------------|
| Job Title: Accounting Clerk Senior (S13) | Job Family: 10 |
| Department: Accounting, Budgets & Audits | Lane Placement: 8 |
| Supervisor's Title: Director of Accounting, Budgets & Audits | Contract: 242 Days |
| FLSA Classification: <u>Non-Exempt</u> | Hours per Day: 8 Hours |
| Original date: <u>04/06</u> Revised: <u>12/12</u> Revised: <u>09/20</u> Revised: _____ | |

GENERAL FUNCTION

Under the supervision of the Director of Accounting, Budgets and Audits, the **Accounting Clerk Senior** acts as the lead for accounting clerks and may assign tasks and workflow to assure smooth operation of the department. Incumbent is responsible for tracking and receipting District funds as they are received. Incumbent works with vendors, schools and departments to resolve questions or problems.

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

ESSENTIAL FUNCTIONS

- Manage daily cash position of District with financial institutions.
- Initiate all wire transfers and Public Treasurer's Investment Fund transfers.
- Receipt all District funds, journal entries and budget entries into the financial system and prepare daily District deposits.
- Perform the auditing, balancing, payment and upload process of the District's Purchase Card program.
- Process all void checks and stop payments in the financial system and with bank.
- Request, enter and maintain Federal Identification numbers and W-9s for 1099 reporting and verify all District paid vendors have an electronic W-9 on file. Ensure compliance with 1099 and W-9 Laws. Prepare 1099 file for final submission and review.
- Prepare and track unclaimed property for purposes of compliance with the State Money Management Act.
- Process and submit human resource and payroll documentation, including time-off or leave requests.
- Act as lead for accounting clerks by assisting the Director with assigning tasks and directing the workflow. Audit accounting clerks desks' to ensure vendor files are current. Train accounting clerks on related issues such as 1099 requirements and policy changes.
- Assist schools and departments to resolve accounting-related procedural difficulties.
- Train schools and departments (both administrators and administrative assistants) on District financial policies and procedures. Answer questions from vendors, schools, departments, etc.
- Review financial transactions and reports for accuracy. Assist Director in maintaining and assuring compliance with the District chart of accounts. Create and edit account / budget codes.
- Compile reports and other documents as needed by the Director. Prepare information and assist internal and external auditors.
- Ensure the department remains professional, organized, efficient and effective.
- Correspond with vendors, schools, and departments through e-mail, letters, and memos.
- This position requires punctual and regular daily attendance at work location.

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 a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in accounting, finance, business or related field PLUS four years of job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires significant District Accounting Department experience or equivalent. Experience with District finance system highly preferred.
- Experience supervising employees preferred.
- Requires high proficiency and accuracy on a 10-key number pad.
- Requires a strong working knowledge of relevant Federal, State, and District policies and procedures.
- 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 handle significant stress to meet numerous deadlines and resolve several billing problems each week.
- Requires basic word processing, spreadsheet, Internet, and computer functionality skills. Requires some exercise of judgment within policy guidelines without supervisory approval (e.g. resolves minor personnel problems in immediate area, orders inexpensive supplies and answers questions to alleviate Director's workload).
- Requires ability to enter large amounts in ten-key and in the computer.
- Must be self-motivated and proactive in completing tasks with minimal direction.

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.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- 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.*