



Job Title: Accounting-Receptionist/Data Entry Clerk

Wage/Hour Status: Non-Exempt

Reports To: Exec. Director - Finance

Pay Grade: Clerical Paraprofessional - 5

Dept./School: Accounting/Payroll Services

Revised:

Primary Purpose: The role of the data entry clerk/receptionist is to greet individuals coming to the accounting and payroll departments and to perform data entry for the accounting department.

PROFESSIONAL QUALIFICATIONS:

Education/Certification: High school diploma or equivalency

Special Knowledge/Skills: Ability to use computer and software
Proficient keyboarding, file maintenance and 10-key
Ability to meet established deadlines

Experience: 2 years data entry experience

PERFORMANCE RESPONSIBILITIES:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

General:

- Open and distribute mail.
- Receive and receipt all incoming cash and checks.
- Count and enter cash receipts in accounting database for deposit on Monday and Thursday of each week.
- Post deposits for athletics, adult education, food service, bank wires, etc.
- Enter budget amendments and journal entries.
- Send telephone and cell phone billings to employees for reimbursement for personal calls. Collect and post reimbursements.
- Send W-9 letters to new vendors and process the returned forms.
- Mail travel and manual accounts payable checks.
- File check copies for accounts payable and travel.



Other:

- Receptionist responsibilities for the Accounting/Payroll Department.
- Maintain confidentiality.
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS:

TOOLS & EQUIPMENT: Computer, printer, calculator, and copier

MENTAL DEMANDS: Work with frequent interruptions
Maintain emotional control
Work in close proximity of personnel

PHYSICAL DEMANDS: Sit for extended period of time
Repetitive hand motions
Hear well
Speak clearly
Good visual acuity

ENVIRONMENTAL FACTORS: Exposure to communicable diseases

Wage/Hour Status: Non-Exempt

Pay Grade: Clerical Paraprofessional - 5

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____