

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

Champaign, Illinois

TITLE: Accounting Clerk - Accounts Payable

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 50<sup>th</sup> Percentile (speed) and 90% (accuracy) on the Ten Key Test (TKT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Chief Financial Officer, or administrative designee

JOB GOALS: To assist in the administration of the district's business affairs so as to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records for all account payable transactions and processes all methods of payable transactions of the district, including but not limited to, purchase orders, purchase requests, check requests and records adjustments.
2. Maintains detailed record of district/school payable transactions in appropriate financial tracking journals, spreadsheets, and/or financial software systems.
3. Prepares, distributes and tracks payable checks and utilities run.
4. Prepares and processes end-of-month activities and reconciliations and board reports as directed.
5. Maintains and establishes district vendors in appropriate financial software systems, including but not limited to, preparing the list of approved vendors, district's non-taxable status and district credit applications, and assists vendors as needed or directed.
6. Assists with the bulk mailing process for the district at all levels, including but not limited to, mailing preparation, permit preparation, bulk mailing fund balances, and statement reconciliation.
7. Assists in the training of personnel in the use of the district's financial software system.
8. Summarizes and balances payables to appropriate accounts/funds, and distributes payables as needed or directed.
9. Assists with the district auditing process as needed or directed.
10. Types correspondence as needed or directed.
11. Maintains knowledge of other Business Office related duties and assists as needed or directed.
12. Performs other related duties as appropriate or assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Chief Financial Officer or designee in accordance with the contractual agreement.

Approved August 11, 2010  
Qualifications Revised: 8-1-15  
Retitled per CESP Negotiations: 7-1-22