



# HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** CNP Accounting/Payroll Clerk

**Salary Block:** Admin. Technical Support  
Pay Grade 4

**Reports To:** CNP Coordinator

**Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 226 Days

### Minimum Qualifications:

- High school diploma or GED
- One year clerical accounting experience

### Special Knowledge/Skills:

- Knowledge of basic accounting principles and procedures
- Ability to maintain accurate auditable records
- Ability to use a calculator (10-key by touch)
- Ability to use a personal computer and software to create spreadsheets and word processing
- Ability to work with numbers in accurate and rapid manner to meet established deadlines
- Strong organizational, communication and interpersonal skills

### Primary Purpose:

Prepare pay code distribution of CNP programs for payroll processing. Assist in reviewing daily district meal charges. Assist in reviewing CNP programs' documentation for accuracy. Assis with office duties and responsibilities.

### Performance Responsibilities and Duties:

1. Prepares payroll spreadsheets on a timely basis.
2. Reviews daily employee meal charges and communicates with campuses for accuracy.
3. Communicates with Human Resources Department on employee status changes
4. Maintains student and employee information in the POS.
5. Maintains physical and computerized files for CNP programs.
6. Generates reports for CNP programs.
7. Assists in maintaining storage of department records as required.
8. Participates in staff development and cross-training as needed.
9. Receive and direct incoming calls, take reliable messages and route to appropriate staff.
10. Greet and direct department visitors.

11. Provide information assistance as needed.

**Other:**

- 12. Maintains a professional level of confidentiality concerning personnel and students.
- 13. Upholds and adheres to safety rules and policies of the CISD safety program.
- 14. Supports the goals and objectives of the school district and follows district policies.
- 15. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 16. Performs any other duties as assigned by the appropriate supervisor.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Copier, calculator, personal computer, typewriter, printer, fax machine, shredder, POS, etc.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Reading; ability to communicate effectively (orally and written); Repetitive hand motion; prolonged use of computer terminal; maintain emotional control under stress; works with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Terms of Employment:**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date