



Frankfort School District 157-C  
10482 W. Nebraska Street, Frankfort, IL 60423  
Phone: 815-469-5922 Fax: 815-469-8988  
[www.fsd157c.org](http://www.fsd157c.org)

## **Job Description: Accounting Clerk**

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**Classification Group:** Education Support Personnel (ESP)

### **Job Summary & Essential Functions:**

Under the direction of the Chief School Business Official, the Accounting & Facilities Specialist performs accounting and clerical tasks that support both the financial operations and facility management of the District. This position works collaboratively with the Bookkeeper and serves as a key assistant to the Facilities Supervisor.

### **Qualifications:**

- High school diploma or equivalent (required); associate's degree in business or related field preferred
- Previous experience in an administrative or clerical role, preferably in an educational setting or school district.
- Familiarity with school-based accounting software is highly desirable.
- Strong organizational and time-management skills, with the ability to prioritize tasks and handle multiple responsibilities simultaneously.
- Exceptional attention to detail and accuracy of financial records.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to communicate effectively, both verbally and in writing, with a variety of stakeholders, including parents, booster groups, and staff.
- Strong customer service skills.
- Ability to work independently, as well as collaboratively within a team environment.
- Ability to meet challenges with resourcefulness and generate suggestions for improving work.

### **Accounting Responsibilities**

- Supports daily financial operations, including accounts payable, purchase orders, and vendor relations
- Assists in account coding and accurate allocation of expenditures
- Monitors credit card purchases and collects required documentation
- Supports annual audit by organizing and responding to requests for documentation
- Assists with budget entry and tracking
- Performs data entry and clerical tasks related to school business operations
- Completes other finance-related duties and special projects as assigned



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### **Facilities Responsibilities**

- Manages interactions between the district and vendors
- Schedules building inspections, maintenance appointments, and required testing
- Tracks and coordinates facility repairs and service calls
- Assists with ordering and inventory of maintenance supplies and materials
- Maintains organized records of safety logs, service reports, and regulatory compliance
- Communicates with building-level staff regarding work orders and timelines

### **Additional Duties:**

In addition to the duties listed above, the employee in this position will be responsible for assisting with providing customer service support to district transportation users including communication regarding route changes, delay, and inclement weather. This employee will be required to remain on site until receiving notification that all busses have completed all routes and must be present for morning bus runs as requested by district administration. The employee in this position will be responsible for any additional duties and/or responsibilities assigned or required by Building Administration and/or District Administration.

### **Supervisor:**

Reports directly to the Chief School Business Official with coordination alongside the Facilities Supervisor.

The employee in this position will be responsible for any additional duties and/or responsibilities assigned or required by the Building Administration and/or District Administration.

### **Physical Activity:**

Work may require frequent bending, carrying, lifting, pushing, pulling, reaching, sitting, standing and walking.

### **Work Environment:**

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs daily. Hazards are relatively non-existent.

### **Evaluation:**

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.



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### **Terms of Employment:**

This is a full time, 12 (twelve) month position. Compensation will be determined by the Board of Education.

**Salary Range: \$23.00-\$25.00**

### **Associated Benefits:**

- 13 sick days- completion of probationary period
- 2 personal days- completion of probationary period
- 8 Paid Holidays
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available