



**Job Title:** Accounting Clerk

**Exemption Status/Test:** Non-Exempt

**Reports to:** Principal

**Date Revised:** March 2020

**Dept./School:** Assigned Campus

**Pay Grade:** P16

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**Primary Purpose:**

Under general supervision, perform bookkeeping and maintain district financial records.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent
- Certified Educational Organization Professional (CEOP) preferred

**Experience:**

- Minimum of three (3) years of experience in financial and procurement transactions or college work in accounting/business-related subjects

**Special Knowledge/Skills:**

- Knowledge of bookkeeping principles and practices
- Ability to use computer and software to develop spreadsheets and do word processing
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines

**Major Responsibilities and Duties:**

**Accounting**

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to the general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform the supervisor of problems.
5. Compute and record cash receipt summaries.
6. Balance bank statements and work with bank officials to resolve discrepancies in account records.
7. Transfer funds between accounts as directed by the campus principal or business manager.
8. Assist with the preparation of financial statements, income statements, and cost reports to reflect the financial condition of the district and help prepare financial statements and budget amendments for presentation to the board.
9. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

10. Maintain confidentiality.
11. Follow district safety protocols and emergency procedures.
12. Perform all other duties as assigned.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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