Position Title: Accounting/Budgeting Clerk I

Contract Length: 12M

Date: 04/30/09

Date of Last Revision: 04/30/09

Job Code: FA0035

Pay Grade: 18

FLSA Exemption Status: NE

Job Family – Finance & Accounting

Job Summary
Under direct supervision, performs entry-level bookkeeping and accounting/budgeting duties following established procedures and detailed instructions. Posts journal or voucher entries, reconciles accounts, and checks for accuracy. Verifies, sorts, posts, and checks claims, bills, invoices, and vouchers.

Major Duties & Responsibilities

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<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Performs clerical accounting/budgeting work involving recordkeeping and processing. Completes accounting in accordance with established standards.</td>
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<td>2. Assists with journal vouchers, cash receipt vouchers, invoices, contracts or other transactional documents. Inputs data and updates accounting records.</td>
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<td>3. Collects, sorts, files and categorizes documents.</td>
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<td>4. Provides customer support functions for internal or external customers including document exchange, problem resolution, payment, and receipt settlement, and other inquiries.</td>
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<td>5. Assists with reports from accounting records. Researches discrepancies and adjustments.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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## EDUCATION
High School Diploma or GED

## WORK EXPERIENCE
Less than 6 months

## TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office
Office equipment (e.g., computer, copier)

## LEADERSHIP RESPONSIBILITIES
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

## WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

## BUDGET AUTHORITY
No budget development activity is required.

## PROBLEM SOLVING
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

## IMPACT OF DECISIONS
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

## COMMUNICATION/INTERACTIONS
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

## CUSTOMER RELATIONSHIPS
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

## WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.