

St. Martin Parish School District

Revised 7/17/2024

Job Title:	Accounts Clerk	Reports To:	Chief Financial Officer
		HR Contact	Julie Laviolette
Location/Grade Level:	St. Martin Parish School Board	Level/Salary Range:	12-Month Salary Schedule
EVALUATION:	Performance Evaluation, annually		
Qualifications and Education Requirements	<p>Must possess any combination of education and experience equivalent to graduation from high school, including or supplemented by courses in general accounting or bookkeeping or a minimum of 5 years experience performing general bookkeeping or accounts payable functions.</p> <p>SKILLS: Possess organizational skills and job focus to schedule and complete necessary tasks to meet payment and reporting deadlines; working knowledge of bookkeeping principles and practices; thorough knowledge of business English, spelling and arithmetic; ability to use a 10-key calculator and data processing software and equipment; ability to keyboard accurately and at a reasonable rate of speed, make arithmetical calculations; ability to establish and maintain effective working relationships with others, and to follow oral and written instructions.</p>		

JOB DESCRIPTION:

To create and maintain systems and processes for recording, analyzing and reporting the financial information of the School Board in accordance with generally accepted accounting principles

ROLE AND RESPONSIBILITIES:

1. Review annually and adhere to St. Martin Parish School Board policies and procedures as described in the SMPSB Employee Handbook and policy manual for general employee duties and responsibilities.
2. Update job knowledge by participating in job-related educational opportunities.
3. Be familiar with district funds and general account code assignments provided in the Louisiana Accounting and Uniform Governmental Handbook (LAUGH), BESE Bulletin 1929, in order to know if transactions in general are being posted properly to the general ledger and reported in the School Board's financial records.
4. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure. Maintain focus on incorporating processes to perform accounting functions and other assigned tasks remotely, and work with sub-systems and providers to accomplish remote processing should the need arise.
5. Inform the Chief Financial Officer of any adverse issues that arises as it becomes known, especially if it is to the detriment of the School Board, the Business Department, Insurance programs, or an activity or transaction that is not conducted in accordance with established procedures, sound business practices, or in compliance with state or federal laws.

ACCOUNTS PAYABLE PROCESSING

6. Process district accounts payables weekly, or as scheduled for extended closures.
7. Verify invoices are properly itemized, documented, and authorized with evidence of receipt and the business purpose indicated prior to entering into the payables system.
8. Resolve purchase order, contract, invoice or payment discrepancies and documentation issues through communication with authorizing supervisor, purchaser or directly with vendors.
9. Verify accuracy of totals and extension of calculations when an itemized list, invoice or rate per number of units are presented for payment, such as for travel expense reports.
10. Ensure credits are properly taken.
11. Reconciles processed work by verifying entries and comparing system reports to balances.
12. Audit food service payable entries with invoices and issue checks
13. Post all check runs to the general ledger in the proper accounting period and with the proper date.
14. Reconcile vendor credit accounts by reconciling monthly statements and related transactions.
15. Maintain organized accounts payable records in file cabinets or digital storage.
16. Track recurring invoices to ensure all invoices have been received for timely payment each billing cycle, and follow up on any missing bills.
17. Maintain a worksheet of monthly utility usage for each utility account and organized by locations. Monitor monthly usage and report any unusual fluctuations immediately to the Maintenance Supervisor.
18. Research outstanding checks by contacting payees and determining if payments need to be voided and reissued to reduce reporting to State Unclaimed Property.
19. Review IRS regulations for 1099 reporting annually. Combine vendor payment records from district and school accounts payable systems, determine reportable vendors, issue vendor 1099 forms annually prior to the filing due date.
20. Ensure a current W-9 is obtained, on file, and entered in the accounts payable system accurately for every vendor for reporting payments to the IRS.
21. Maintenance and review of accounts payable internal procedures:
 - a. Document in writing the processes or steps by which accounts payable work is performed daily, weekly, annually at fiscal year-end, and annually for IRS tax reporting.

- b. Review the accounts payable processes annually and update the written procedures when changes occur. Submit written procedures to the Business Manager annually for review and approval.
- c. Maintain a copy of the written procedures in the accounting office to use as a reference and for guidance.

INSURANCE CLAIMS PROCESSING

- 22. Receive accident reports from district staff and maintain records of student accidents, vehicle accidents, employee work injuries, and other third party accidents, incidents or claims.
- 23. Provide copies of accident/incident reports to the Chief Financial Officer for review.
- 24. File accident/incident reports with appropriate claims adjuster for workers compensation and general liability incidents and claims.
- 25. Work as the liaison between the Workers Comp Claims Adjuster and the injured employee. Follow-up after the accident with the employee's supervisor regarding lost time and provide other incomplete information requested.
- 26. Prepare workers compensation payment list for posting to the general ledger and submit for bank positive pay approval weekly.
- 27. Reconcile the Workers Compensation Fund bank account.
- 28. Process paperwork for payment of general liability claims.

MISCELLANEOUS DUTIES

- 29. Receive and distribute business office mail and incoming faxes to appropriate staff and departments daily
- 30. Keep Inventory on Bus/Vehicle/Trailers, etc. in Capital Asset System
- 31. Stay current on procedures for processing Capital Asset additions, and review invoices to identify capital assets to be reported to the Capital Assets Manager. Follow up with purchasers to ensure assets are being reported and added to asset inventory.
- 32. Monitor and back up the front desk/switchboard as needed during busy times or absences of regular staff.

PROFESSIONAL RESPONSIBILITIES:

- 1. Maintain professional personal appearance and demonstrate respect for colleagues.
- 2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
- 3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- 4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- 5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- 6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- 7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
- 8. Report to the St. Martin Parish School Board as needed or directed.
- 9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
- 10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- 11. Remain open to suggestions and innovative ideas; receive and apply feedback.
- 12. Demonstrate competence in areas of responsibility.
- 13. Exert every effort to constructively involve stakeholders in all professional settings.
- 14. Communicate appropriately and work effectively with all populations.
- 15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- 16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- 17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

SUPPLEMENTAL SALARY SCHEDULE (ACT 311):

The salaries provided in the salary schedules shall be considered compensation for work performed by each employee which relate to his/her prescribed duties and responsibilities, as identified and described in the employee's job description(s). Additional compensation shall be provided as follows:

- (1) In addition to all other compensation to which a teacher is entitled, any teacher who is not afforded the minimum uninterrupted planning time required by R.S.17:434(A) shall be compensated at the effective hourly rate of that teacher for each hour of planning time.
- (2) Any employee in a certified position who performs approved work beyond the scope of their prescribed duties and responsibilities in their job description and for which prior approval has been obtained from their direct supervisor and district administration shall be paid at the rate required by La. R.S. 17:418. Any work to be performed outside of an employee's job duties and responsibilities shall require the employee to:
 - (a) submit a written description of the services to be performed and the estimated time to complete the task, which shall be submitted to the employee's immediate supervisor prior to commencing such services;
 - (b) obtain the prior written approval of the employee's immediate supervisor and district administration; AND
 - (c) obtain supplemental, written authority from the employee's immediate supervisor and district administration before exceeding the initial estimated time for performing such services.

Such employee shall submit a completed Extra-Duty Timesheet reflecting the services actually provided and the time spent for each item, rounded to the nearest one-tenth of an hour, within seven (7) calendar days of performing such services to their immediate supervisor. The

Extra-Duty Timesheet with prior approval documentation must be submitted to Payroll monthly as the work is performed in accordance with established Payroll cutoff deadlines.

(3) All nonexempt employees shall be compensated for overtime work in accordance with the Fair Labor Standards Act, 29 U.S.C. 201. If individuals are employed in one capacity but voluntarily work part-time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes in accordance with SMPBSB Compensation Guidelines/Overtime policy (GBAA).

While the operation of the St. Martin Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name		Employee Signature:	
		Date:	
Approved By:		Date:	