

# HUDSON SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION TITLE:** Finance Clerk  
**POSITION STATUS:** Hourly Non-Exempt  
**UNION (if applicable):** Non-union  
**LOCATION:** SAU  
**REPORTING TO:** Finance Director

**JOB SUMMARY:** Responsibilities include data entry for accounts payable and payroll, filing, scanning, organizing, record keeping tasks and other job duties to support the finance department.

### RESPONSIBILITIES:

- Open mail and print invoices/statements from shared email inbox.
- Enter invoices into financial software.
- Review monthly vendor statements and follow-up with vendors on missing invoices.
- File all paid invoices and manifests.
- Deposit of monies received; to include, copying, and recording information in Excel cashbook.
- Alphabetize payroll timesheets by last name.
- Scan personnel action forms into financial software and attach to employee record.
- Pull ad hoc and recurring reports from financial system and distribute as necessary.
- Assist in the annual financial audit.
- Other duties as assigned.

### SUPERVISORY RESPONSIBILITIES:

- N/A

### SKILLS/QUALIFICATIONS:

- Knowledge of recordkeeping requirements, basic bookkeeping and accounting practices and procedures.
- Ability to perform mathematical calculations quickly and accurately.
- Strong interpersonal, verbal and written communication skills. Ability to present written documents that are clear, concise and grammatically correct.
- High level of computer competency with spreadsheet, word processing and contemporary financial and accounting systems software. Excellent keyboarding skills and attention to detail are required.

### EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent.
- One to two years accounting or applicable bookkeeping experience is preferred, preferably within a school district.

### PHYSICAL REQUIREMENTS:

- In a normal work-day, the employee may be required to combine standing, walking and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 15 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.

**\*Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

# **HUDSON SCHOOL DISTRICT JOB DESCRIPTION**

**I have read and understand this job description.**

Signature:

Date:

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