

# United Independent School District

## Department of Human Resources

### FINANCE CLERK

#### Campus Assignment

**Primary Purpose:**

Perform general business office services and maintain employee attendance records for the campus. Follow established procedures to process merchandise ordered through purchase orders and invoices and maintain accounting records. Facilitate the efficient operation of the campus and provide clerical services for the school Administration and staff.

**Requirement:**

Recommended Applicant will be required to provide a credit check (consumer report) for employment purposes. DBAA (LEGAL): "Employment purposes" when used in connection with a consumer report means a report used for the purposes of evaluating a person for employment, promotion, reassignment, or retention as an employee. 15 U.S.C. 1681a

**Educational Qualifications:**

- High School diploma or GED
- Considerable knowledge of PC based software such as Microsoft Office and ability to improve effectiveness, efficiency, and productivity
- Use calculator (12-key by touch) and knowledge of written and oral English and Spanish
- Communicate effectively and courteously with campus staff members, community representatives, and local citizens
- Two years of college coursework in accounting principles and practices or related subjects preferred

**Major Responsibilities and Duties:**

1. Provide activity fund bookkeeping as outlined in the District's Student Activity Funds Procedures Manual.
2. Assist in the preparation of bank reconciliation statements for the principal/student activity accounts on a monthly basis.
3. Disburse and receive cash for activity sponsors and maintain appropriate internal controls.
4. Implement technical methods and procedures to fully utilize the student activity software.
5. Assist the Activity Funds Accountant in verifying the accuracy of data provided from reports generated by the student activity software.
6. Maintain complete and accurate campus files as required by the Student Activity Funds Procedures Manual.
7. Assist the student activity bookkeepers with the month end closing process and journal entries.
8. Assist the activity funds sponsors with monitoring, revising and maintaining all activity club accounts.
9. Assist in training new sponsors on the Student Activity Funds Procedures Manual and student activity software.
10. Edit and maintain the District's automated, employee time keeping system (Kronos) through daily updates and time keeping reports to the Principal or designee.
11. Edit and enter absences into the District's automated time keeping system (Kronos).
12. Prepare weekly absence report using the District's reporting system.
13. Receive, distribute, and approve for payment merchandise ordered by the campus using the District's online receiving software.
14. Perform all duties with utmost confidentiality.
15. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
16. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
17. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

**Finance Clerk (continued)**

18. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
19. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbally); ability to operate a personal computer; ability to maintain accurate records. Extensive travel within District. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Terms of Employment:**

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$24,194
Pay Grade:	4
Minimum Work Days:	207
Months / Hours per Day:	11 / 8

**Date Last Revised:** 07/20

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*