

JOB TITLE: **ACCOUNTING CLERK I**

REPORTS TO: SCHOOL PRINCIPAL

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C2

CLASS CODE: 7165

Scope of Responsibilities

Assumes responsibility for performing any assigned bookkeeping and clerical duties that are needed.

Performance Responsibilities

1. Maintains accurate financial records and follows all Redbook guidelines/procedures.
2. Keeps systems of bookkeeping as prescribed by the local Board of Education.
3. Prepares and maintains all accounts, records and documents for the cost center budget; including preparations of all requisitions, purchase orders and receiving tickets, etc.
4. Keeps accounts related to the general fund budgets, Grants & Awards and Special Projects.
5. Prepares extra service forms and stipends.
6. Compiles budgetary reports and reconciles bank statements
7. Operates standard office equipment machines including computers, typewriter, adding machine, calculator, copier, and other office machines.
8. Performs other duties as assigned by the supervisor.
9. Keeps accounts related to Site-Based Decision Making Council allocation, scholarships and activities.

Minimum Qualifications

1. High School Diploma or G.E.D.
2. Knowledge of or successful experience in bookkeeping and accounting
3. Typing/transcription skills (40 w.p.m.)

Desirable Qualifications

1. Demonstrated ability to assist in preparation of budgets
2. Working knowledge of word processing and computer operations
3. Accounting skills, bookkeeping training and experience with federal, state and local forms and reports.

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.