



Flour Bluff Independent School District Job Description

JOB TITLE: Accounting Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Finance

DATE REVISED: 12/06

PRIMARY PURPOSE:

- To support the district's finance department by performing accounting, bookkeeping and general clerical functions. To be able to complete the accounts payable duties related to the Student Activity accounts. Review and process Travel for the district in a timely manner. To contribute to staff morale by projecting a pleasant and friendly personality that exhibits maturity and self-control.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two to three years accounting experience

SPECIAL KNOWLEDGE/SKILLS

- Knowledge of bookkeeping principles and practices
- Ability to use computer and software to develop spreadsheets
- Proficient skills with calculator and keyboarding
- Ability to work with numbers in an accurate and rapid manner

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Review and process District Travel and reconcile travel once employee returns.
6. Balance bank statements and work with bank officials to resolve discrepancies in account records.
7. Distribute monthly reports to the campus regarding Activity accounts.
8. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements.
9. Assists the Director of Finance with the year-end preparation of financial statements and support documentation.
10. Assists the Director of Finance with FYE audit preparation
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Receives, matches and accurately sets up all payment for student activity account invoices
13. Maintain confidentiality.
14. Compile & maintain quarterly SHARS (school health & related services) reporting records and assist with annual filing.
15. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.