JOB DESCRIPTION

Position: Accounting Clerk
Status: 10-12-month Classified
Reports to: Business Manager
Salary: Classified Salary Schedule, Column D

Desirable Qualifications:

- High School Diploma or equivalent
- Minimum of two years accounting experience preferred.
- Outstanding attention to detail
- Excellent communication, public relations, and interpersonal relations skills
- Familiar with office equipment and technology
- Proficient in the use of computer applications (position may use Google Suite, Windows & Macintosh platforms, MS Office Suite, PowerSchool, Red Rover, Square, and Tyler Technologies)
- Ability to maintain professionalism and confidentiality in a busy office environment.

Performance Responsibilities:

General Responsibilities: The Accounting Clerk assists the business manager in maintaining financial records of the district accounting system including, but not limited to, accounts payable and purchasing.

Responsibility to the District requires each employee to:
- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be always followed.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:
- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and the public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions
- Assist business manager with accounts payable, reconciling invoices with packing slips and other documents; input accounts payable into the accounting system; research discrepancies and other issues when applicable.

- Create requisitions, purchase orders, and travel requests for approval and input information into accounting system.
- File (electronically) paid bills, invoices, purchase orders and other documents.
- Assist business manager in maintaining files and information.
- Become familiar with and use the State Uniform Chart of Account Codes to assist in ensuring sure that all correct account codes are utilized, and data is entered accurately.
- Assist the Business Manager during the month-end close, including ensuring receipts are attached in Tyler Technologies.
- Assist the Business Manager during the annual audit with documentation requests and compiling information.
- Accept payments through district approved payment platforms for various revenue sources; assist with entering payments into PowerSchool as needed.
- Answer phone, screen calls, and take and deliver accurate messages.
- Pick up, sort, and distribute mail.
- Cross train with the District Administrative Assistant to provide support and coverage during his/her absence.
- Support the School Secretaries as appropriate and as time allows.
- Take safety precautions and reports any unsafe conditions; promptly submits accurate accident reports.
- Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

_____   _____
Signature of Employee   Date

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex, or disability.