

ACCOUNT CLERK/TYPIST
JOB DESCRIPTION

TITLE: Account Payable Clerk/Cent. Treasurer-Club Accts/Child Nutri. Finance Clerk

Reports to: Assistant for Business

QUALIFICATIONS:

1. **Education/Certification:** Associate degree in secretarial business or accounting or equivalent work experience. Must qualify under NYS Civil Service Requirements for Account Clerk/Typist Title.

2. **Special Knowledge/Skills:**
 - a. Experience in computerized accounting systems.
 - b. Ability to work independently with a high degree of accuracy and organization.
 - c. Must be team oriented with excellent interpersonal and communication skills.
 - d. Must be willing to participate in ongoing in-service training as requested.
 - e. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

3. **Experience:** Demonstrated aptitude of competence for successful fulfillment of assigned performance responsibilities.

JOB GOAL: To ensure that all business management functions for the school system are administered efficiently, effectively, and accurately and in compliance with all applicable laws, rules, and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Prepares for payment all invoices and check requests, verifying that funds are available by tracking account balances.
2. Processes purchase orders following designated procedures.
3. Schedules invoices for payment following designated procedures.
4. Enters detail information in computerized accounting system to generate warrant.
5. Processes accounts payable checks and accompanying reports for the School Board.
6. Maintains files on all vendors and resolves billing issues with vendors.
7. Prepares necessary report and other spreadsheets as requested.
8. Serves as Central Treasurer for the Extra Classroom Activities.
9. Prepares state aid and federal food service reports.
10. Performs necessary calendar year end federal and state reports.

11. Answers telephone.
12. Greets public and directs to appropriate area.
13. Sorts daily mail delivery.
14. Provides clerical support to the Assistant for Business.
15. Performs other duties as assigned.
16. Prepares and deposits cash receipts and makes bank deposits.
17. Records Management
18. Private School purchasing liaison
19. State Bid Coordinator
20. Monitors utilities
21. State and Federal Food Service income verifications
22. Banking

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITION:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting.

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment.

Environmental Conditions: inside, working around moving objects, working alone.

Willingness and ability to work with others, to share and cross-train in order to promote the concept of 'teaming' and 'a team approach' in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

12 months - 8 hours per day
Compensation in accordance with CSEA Contract

EVALUATION:

The basis of the evaluation will be bi-annually by the Assistant for Business.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, neither at present or in the future.