

Accounting/Payroll Clerk

Purpose Statement

The job of Accounting/Payroll Clerk is done for the purpose/s of providing support for department functions with specific responsibility for performing activities related to the accurate processing of payment for approved invoices, purchase orders, and contract payments; recording, updating and reconciling related financial information; analyzing all approved requisitions and bids; maintaining a fixed asset and perpetual inventory system; providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, contracts, insurance, FICA, W-2s, retirement, and fund distribution; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Business Manager

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, staff, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles financial information related to work assignments (e.g. bid information, inventory, accounts payable, accounts receivable, monthly expenditure reports, etc.) for the purpose of providing required documentation and/or processing information.
- Distributes materials, supplies and equipment to District departments and buildings for the purpose of providing needed items to requesting individuals.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains financial information, files and records (e.g. purchase orders, invoices, accounts payable warrants, payroll information, personnel files, shipment verification, expense reports, fixed asset inventory, central office imprest account, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity (e.g. budget allocations, expenditures, fund balances, payroll, etc.) for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Participates in building meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, greeting, answering telephone, mail distribution, etc.) for the purpose of supporting district operations and providing requested information.
- Prepares monthly payroll and all federal and state payroll reports and deposits for the purpose of providing required documentation and/or processing information.

- Prepares written materials and electronic financial information (e.g. voucher reports, procedures, transmittals, tax listing for each vendor, monthly checks to vendors, scanning of work, monthly expenditure reports, 1099's, receipts, state financial reports, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. purchase orders, on-line forms, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Receives and checks in all purchase orders for the purpose of verifying supplies, materials, and equipment are in compliance with items requested on purchase orders.
- Reconciles financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. District employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties, providing information and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records and performing accounting procedures.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; codes/laws/rules/regulations/policies; and office equipment/software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Annual training in Sexual Harassment, Blood borne Pathogens, Bully Prevention and Confidentiality

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

