

Union Public Schools Job Description

Position Title: Senior Financial Accounting Clerk – Purchasing Department
Department: Purchasing / Support Services
Reports To: Department Administrator/Director of Purchasing

FLSA Designation: Non-exempt

SUMMARY: Advanced level accounting clerk. Performs a variety of clerical and accounting operations where versatility and accuracy are essential in meeting workloads.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Performs one of more accounting operations such as, but not limited to, all aspects of accounts payable, accounts receivable, payroll, insurance, benefits, bank reconciliations, journal entries and general ledger account reconciliations.
- Assists public and other employees by telephone or in person, answering correspondence, processing purchase requisitions and invoices, preparing payroll and filing.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Operates mainframe to achieve accounting functions.
- Operates word processors, computers, calculators, copiers and facsimile machines.
- Assures compliance with both legal and District regulations.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other team members.
- Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations as requested.
- Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
- Orders and maintains supplies as needed.
- Performs clerical and bookkeeping tasks associated with the specific position.
- Maintains a schedule of appointments and arranges for conferences, meetings and interviews.
- Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) to three (3) years of previous secretarial, office or accounting experience. Fifteen hours of accounting preferred.

*Senior Financial Accounting Clerk
Created 2/2003
Revised 2/2009*

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, bid documents, purchase orders, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must have strong communication, interpersonal, organizational and computer skills including word processing, spreadsheet, mainframe and PC skills. Ability to multitask and work with deadlines. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL SKILLS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.