

## Union Public Schools Job Description

**Position Title:** Senior Financial Accounting Clerk – Extended Day Program  
**Department:** Finance  
**Reports To:** Division Director

**FLSA Designation:** Non-exempt

**SUMMARY:** Advanced level accounting clerk. Performs a variety of accounts receivable operations where versatility and accuracy are essential in meeting work loads.

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

- Processes billings and program suspensions.
- Prepares and posts daily deposits and credit card transactions.
- Reconciles DHS co-pay revenue.
- Maintains accounts receivable database(s).
- Performs monthly reconciliations and prepare reports for distribution.
- Communicates effectively and professionally with parents and District personnel, both individually and corporately.
- Maintains working knowledge of District and regulatory program contract requirements.
- Assists with program enrollment during peak periods as needed.
- Acts as back-up for misc. receivables and Accounting Help Desk.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as 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 related experience. Fifteen hours of accounting preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as contracts, safety rules, purchase orders, operating and maintenance instructions and software 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. Must be proficient on a ten-key. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several 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, Board of Education policies, and pertinent DHS requirements.

**PHYSICAL DEMANDS:** *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.