



## ACCOUNTING CLERK II

### Purpose Statement

This job is a specialist-hybrid position that provides support for the Accounting & Budget function of the Purchasing Department. This role is split approximately 30% Accounting/Budget and 70% purchasing duties. This role routinely provides support to department activities with specific responsibility for processing, recording, updating and reconciling fiscal information. The main focus of this job is to provide technical support to the purchasing process.

This job reports to Purchasing Manager.

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### Essential Functions

- Provides assistance to the Chief Financial Officer, the GL Accountant and Purchasing Manager. This may include providing auditor's documentation and/or information on internal processes. This job will occasionally require direct interaction with auditors.
- Daily processing of requisitions, purchase orders, and assisting others in ordering, updating and distributing information and/or acquiring resources in compliance with established guidelines (specifically elementary, SACC, Special Education, Pre-K).
- Reviews and authorizes purchase orders within assigned limits for the purpose of facilitating schools and departments in acquiring required supplies and/or equipment.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.
- Maintains a wide variety of financial and purchasing information, files and records and assisting with public records requests for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes a wide variety of financial information for the purpose of updating and distributing information and/or complying with established accounting practices.
- Performs general and program specific clerical functions (e.g. answering telephones, purchasing transactions, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Researches discrepancies of financial and purchasing information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Departmental contact for Budget, Finance and Purchasing.
- Assists in performing general ledger accounting functions as needed and/or assigned (e.g. General Ledger, Purchasing, back-up to Accounts Receivable and Accounts Payable, etc.) for the purpose of ensuring that department functions are completed in an accurate and timely manner as needed.
- Responsible for compiling budget information into documents to be distributed to Board, Commissioners, Media and general public.
- Reviews resolutions for accuracy prior to submission to the Board, Commission and general public.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.
- Provides training on the financial system for updates and changes to software system.
- Compiles a wide variety of financial and purchasing information related to work assignments (e.g. warrant reconciliation information, stale dated checks, proof resolutions, etc.) for the purpose of providing required documentation and/or processing information.
- Provides support to other departmental personnel regarding procedures and program requirements.



- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

**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 single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting and purchasing procedures; preparing and maintaining accurate records; and ability to communicate in a positive and effective manner with the public and other departments on various issues.

KNOWLEDGE is required to perform intermediate math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include accounting/bookkeeping principles and budget processing; concepts of grammar and punctuation; and purchasing procedures, practices, methods and terminology.

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; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups and work with a variety of data. 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 to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

**Responsibility**

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

**Working 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 80% sitting, 10% walking and 10% standing. This job is performed in a generally clean and healthy environment.

**EXPERIENCE:** Job related experience with increasing levels of responsibility.

**EDUCATION:** Minimum of Associate's degree and/or vocational school certificate with study in job related area.

**EQUIVALENCY:** None specified.

**REQUIRED TESTING:**

Proficiency testing in Excel and Word

**CERTIFICATES & LICENSES:**

None specified

**FLSA STATUS:**

Non-Exempt

**CONTINUING EDUCATION/TRAINING:**

None Specified

**CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**