

Vail School District Job Description

Job Title: Accounting Clerk I

Department: Business Office

Reports To: Business Manager

FLSA Status: Non-exempt

Classification: Level 6

Updated: 09/04/2012

SUMMARY: Processes and maintains accounts payable and/or accounts receivable information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews and processes purchase orders, travel requests, expense encumbrances, expense requisitions, edit listings, receiving/packing slips, voucher summaries, vendor invoices and statements and other account payable/receivable documents.

Enter accounting data into manual and automated logs and systems and proofs and verifies entries.

Maintain manual and automated filing systems.

Create and maintain tax reports.

Resolve billing and statement discrepancies with vendors, schools, or departments.

Maintain manual and automated vendor database.

Generate payment checks, remittance advice, and supporting documentation for authorized signatures and mail signed checks.

Maintain check register and reconcile district bank statements.

Provide accounting data to authorized supervisors.

Open and sorts mail.

Perform clerical duties such as answering phones, typing, filing and photocopying.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS 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, 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 education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT Indoor/office environment. Contact with employees, public and students. 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 moderate.