MINIMUM QUALIFICATIONS and TRAINING:

- Bachelor’s degree or higher in accounting, finance or related field
- Minimum of one (1) year of governmental accounting experience
- Ability to prepare written financial reports
- Proficient computer skills to include word processing, spreadsheet development, database accounting software (government- or school-related preferred), e-mail, cloud-based solutions, and 10-key calculator
- Capable of working independently with minimal supervision
- Such alternatives as the Superintendent may find appropriate and acceptable

REPORTS TO:  Finance Director

GOALS: This position assists in the preparation of financial, purchasing, and inventory details in the finance department, including accounts payable, accounts receivable and clerical functions. This position assists the Finance Director with designated accounting tasks as assigned.

PERFORMANCE RESPONSIBILITIES:

- Prepares and verifies various standard accounting entries for financial data processing system; reconciles report discrepancies and problems
- Prepares documentation for monthly account reconciliations
- Creates, develops, and maintains accounting spreadsheets used in finance function
- Monitors accounting records to ensure that expenses and revenues are allocated to proper accounts
- Processes business transactions, verifying all required documentation is prepared and properly coded
- Verifies cash receipts, prepares deposits (at least twice weekly), makes journal entries to record transactions
- Distributes vendor invoices for approval; inputs invoices
- Reviews, processes, inputs, and (as approved) prints checks for payment of vendor invoices and other accounts payable
- Contacts vendors with questions and/or responds to vendor inquiries and concerns; resolves billing errors and discrepancies
- Prepares and verifies purchasing documentation (e.g. matches invoices to Purchase Orders)
- Monitors the system’s physical inventory database
- Assists in development and preparation of necessary reports
- Assists Finance Director and auditors in annual review of records
- Works with Finance Director as budget analyst for assigned functions within the system
- Assists Finance Director in development of budget revenues and expenditures
- Prepares vendor 1099s annually
- Assists Human Resources Director with payroll process; records payroll entries to financial data processing system
- Assists Human Resources Director with reconciliation of benefits invoices on monthly basis
- Performs other duties as assigned by the Superintendent

**CLEARANCES AND TESTING:** *(at expense of applicant)*

- Criminal Justice Fingerprint/Background Clearance
- Pre-employment physical exam & TB Test

The **Finance Clerk** maintains a forty-hour (40) work week and any additional hours as required to meet the duties and responsibilities of this position. This is a twelve (12) month position and salary will be determined based on qualifications and experience.
## SALARY SCHEDULE
### 2019-2020

**FINANCE CLERK**  
12 month CLASSIFIED (8 hr)

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