

Job Title:	Accounting Clerk – Local Schools
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QUALIFICATIONS:

1. Associate or two-year degree with major in Accounting/Business Administration or closely related field, or prior experience in Accounting, Business, Bookkeeping, and/or Information Technology, in a public school system preferred.
2. Previous experience in computerized accounting systems.
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.
4. Must be willing to participate in ongoing professional development and training, as requested.
5. Must meet all employment criteria legally established by the Muscle Shoals City Board of Education.

NOTE: Applicants for this position may be required to take and pass (with a minimum score of 70%) a basic accounting test administered by the CSFO prior to being interviewed for the position.

REPORTS TO: Chief School Financial Officer

FLSA: Non-exempt position

DUTIES AND RESPONSIBILITIES:

1. Maintain a complete set of accounts payable/receivable transactions for each individual local school. Process monthly financial statements for reporting to Central Office.
2. Prepare financial statements or other required reports as needed for CSFO, Principals, and Administrators for local schools and other related Board funds.
3. Review and match invoices, purchase orders, and check requests for payment. Resolve any issues or discrepancies with vendors, etc. Ensure that vendors are paid on a timely basis, in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants, to include payments made by check, through internet processing, or by credit card.
4. Maintain accurate vendor files to include 1099 information and processing at calendar year end for reporting to Central Office.
5. Post cash receipts for individual schools on receipt module.
6. Reconcile monthly bank statements for local schools and additional Board related accounts, as requested.
7. Assist bookkeepers with issues or concerns regarding balances, fraudulent charges, limit changes, etc. with credit cards.
8. Record daily cash receipts and prepare deposits for Board funds.
9. Prepare school budgets and budget amendments for reporting to Central Office.
10. Maintain a current record of insufficient checks and provide assistance for local schools and Board related accounts to the check collection agency.
11. Compile and organize financial reports and information for auditors.
12. Perform functions in the LSA system to establish and maintain activities for each local school, as needed.
13. Prepare journal entries as required for proper financial reporting with supporting documents.
14. Prepare all year end closing procedures as required for local schools and reporting to Central Office.
15. Audit CNP accounts payable as needed for check processing.
16. Maintain a complete set of accounts payable/receivable transactions for CNP. Process monthly financial statements for reporting to Central Office.
17. Post CNP daily sales from PCS to NextGen accounting system.
18. Reconcile CNP bank statement.
19. Prepare financial statements and other required reports for Child Nutrition Director.
20. Prepare and maintain credit applications for local schools, as requested.
21. Cross-train for other roles and duties in Central Office, as required.
22. Other duties as may be assigned by the CSFO and/or the Superintendent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to be punctual, regular in attendance, work a standard work day and overtime, as requested.
2. Ability to provide customer service to management, local schools, other departments, and the public.
3. Ability to identify and solve problems as a productive team member.
4. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
5. Ability to follow oral and written instruction.
6. Ability to work independently with a high degree of accuracy and organization.
7. Demonstrate consistent integrity, honesty, dependability, and confidentiality.
8. Complete assigned work tasks with a positive attitude.

JOB GOAL: To maintain efficient operation of the local schools' accounting records through accurate recordkeeping, and provide open communication with the bookkeepers, and other employees and administration, to enhance the effective operation of the school system.

TERMS OF EMPLOYMENT: 12-month contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Personnel.