

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

ACCOUNT CLERK II

POSITION: Account Clerk II

REPORTS TO: Various Officials

LOCATION: Various Sites

NATURE OF WORK:

This is specialized clerical work in compiling, verifying, recording, and reporting financial and related data in the central finance and accounting office or in the maintenance of an accounting system for a department or program monitoring funds for several schools. Work involves responsibility for a broad range of accounting activities from recording of data to preparing reports. While work may include general clerical tasks, the fiscal aspects of work is the primary allocation factor. Work is subject to review through internal and external audit.

DUTIES AND RESPONSIBILITIES:

- Processes payments for entire school system, verifying prices, quantities, and signatures;
- Maintains financial records for department or program operations keeping totals for fund code balances;
- Enters financial data in computer to establish budgets, encumber expenditures, expend funds;
- Analyzes data from requisitions, invoices, time sheets, and other reports for accuracy and completion prior to processing; matches and verifies data; reconciles bank statements to internal data;
- Communicates with vendors, budget holders, and others about payment of invoices and to communicate procedures;
- Notifies others of expenditures in accounts;
- Calculates and posts state and federal reimbursements or rebate applications due to each program;
- Deposits, posts, and codes cash receipts for school system;
- Enters employee data into computer for payroll purposes;
- Assures correct data and proper payments for insurance benefits;
- Calculates fringe benefit revenues and expenditures;
- Prepares expenditure reports for state, federal, and local requirements;
- Reconciles monthly revenue report to budget and prepares monthly revenue status reports projecting remaining balance;
- Keeps accounts for department programs and school programs and processes purchase orders and invoices for payment;
- Assists in making improvements in internal accounting procedures; and
- Performs other duties as assigned.

QUALIFICATIONS:

Graduation from high school with college-level courses in accounting desirable; three years of experience in clerical accounting work; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
- Considerable knowledge of various accounting documents and their uses in accounting systems;

- Considerable knowledge of school division, accounting, and purchasing procedures, rules, and regulations;
- Some knowledge of county, state, and federal accounting and reporting requirements;
- Ability to make arithmetical computations rapidly and accurately;
- Ability to maintain accounting records and to prepare reports from such records;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively, orally and in writing; and
- Skill in the operations of office machines, including related computers, typewriters, and calculators.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 13.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP