

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

JUNIOR ACCOUNTANT – ACCOUNTS PAYABLE/GENERAL ACCOUNTING

POSITION: Junior Accountant – Accounts Payable/General Accounting

REPORTS TO: Coordinator of Accounting/Auditing

LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

Under the direction of the Coordinator of Accounting/Auditing, performs a variety of complex clerical and accounting tasks, applies accepted policies and/or procedures to the preparation and maintenance of accounting records, and prepares financial and statistical reports. Under minimum supervision, performs accounting procedures and prepares reconciliations related to processing invoices for payment and general accounting functions according to established procedures.

**ESSENTIAL FUNCTIONS:**

- Manages general school system financial activities involving the process of reconciling invoices to purchase orders, prepare and process invoices for payment using computerized accounting system;
- Processes payments, verify accuracy of accounts payable checks against invoices, void and replace checks as needed;
- Processes petty cash checks as requested;
- Conducts follow-up calls to receiving departments if vendor invoice is ready for payment, but no receipt report is on file; routes miscellaneous invoices to proper departments for approval of payment;
- Processes direct deposit files, void checks, and verify account information via the Internet from financial institutions website;
- Operates various automated machines such as printers, check signing, fax, copy, and postage machines; sort and distribute incoming and outgoing mail;
- Performs accounting functions to include journal entries, budget preparation, and project reconciliation;
- Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner;
- Initiates and maintain a variety of files and records for information related to the assigned office; ensure proper filing of documents; maintain and update resource materials;
- Contacts and interact with internal (Assistant Superintendent of Fiscal Services and Human Resources; Purchasing, Accounting, and other school system departments) and external (various vendors) persons to verify status of payments and/or any payment/ billing issues that arise;
- Performs courier duties for the Department of Fiscal Services on a daily basis: bank deposits, payments, post office, etc.;
- Assists auditors by retrieving documents and producing various accounting reports as requested;
- Provides supervision of hourly staff entering documentation into electronic storage; and
- Attends and participate in staff meetings, and related activities; attend workshops, conferences, and classes to increase knowledge.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for preparation of accounts payable checks as needed;

- Assists with the maintenance of the petty cash account for emergency expenses (approvals, checks, reimbursements, etc.);
- Processes payment for entire system for all encumbered expenses, verifying prices, approvals and account numbers;
- Performs journal entries, budget entries and routine clerical tasks as needed;
- Has the ability to maintain a wide variety of office records, files, and reports in a confidential manner;
- Maintains productive contacts with vendor accounts receivable departments;
- Routes miscellaneous invoices to proper staff for approval of payment;
- Communicates with vendors for payments, invoices, signatures, etc.;
- Works with all schools, secretaries, and offices to get payments out on time;
- Works with the Accountant for managing certain restricted projects;
- Voids and replaces checks monthly, and performs daily bank deposits as needed;
- Handles calls/questions with regards to payment status of travel and tuition reimbursement and payment status of purchase order items;
- Communicates with suppliers regarding errors or questions on invoices; and
- Performs other duties, as needed or requested by supervisor.

#### QUALIFICATIONS:

- Graduation from a standard high school or possession of a state high school equivalency certificate, with post high school training in business, accounting, and word processing;
- Experience in accounts payable processing and general accounting functions;
- Familiarity with clerical practices, office procedures, technology, and automated equipment;
- Demonstrated proficiency in the use of technology, including word processing and spreadsheet applications (Microsoft preferred);
- Ability to produce an accurate work project;
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines;
- Skill and ability to communicate orally and in writing with individuals within and outside the school system;
- Proven ability to work with a minimum of direct supervision and to carry a project to its completion;
- Willingness and capability to work beyond the normal workday;
- Good interpersonal communications skills;
- Exercises good judgment in making decisions, including handling telephone calls, composition of letters/memoranda; and
- Light lifting for purposes of filing and related duties.

#### 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 21.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**