

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE: ACCOUNT CLERK III – ACCOUNTS PAYABLE**

**DEFINITION:**

Under supervision of the Chief Business Officer, performs accounting and clerical tasks involving purchasing and accounts payable. This position requires advanced understanding and competency in the areas of public school software systems as they relate to the purchasing, accounts payable and budget tracking process throughout our District and the Sonoma County Office of Education. This position is designated as technical and highly responsible involving all of the purchasing and accounts payable district wide.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Verifies accuracy and appropriateness of purchase orders or billing amounts, codes and posts transactions into a computerized data entry program supporting the accounting system
- Traces transactions to source documents and/or other departments to identify and determine discrepancies
- Performs all accounting duties necessary to receive, process and record data relating to Accounts Payable
- Receives audits and processes all purchasing district wide
- Processes warrants, registers, reports and other necessary documents for district, school sites, SCOE, and auditors
- Reviews documents for accuracy, completeness and conformance to established procedures, regulations and contracts
- Acts as a liaison with the Sonoma County Office of Education (SCOE) on accounts payable matters
- Performs a variety of other bookkeeping/accounting related duties including construction projects, copiers, and postage
- Provides all purchasing and accounts payable information to district and vendors
- Performs miscellaneous office procedures, copies materials and maintains files
- Places on-line orders for district office supplies
- Maintain accounts payable related records and files
- Performs computer operations including data entry and routine file maintenance
- Trains new personnel on appropriate systems for purchasing, account structure, and employee reimbursements
- Communicates with and works with vendors, personnel, and the public in expediting business office transactions/pay
- Operates necessary office machines in a safe and efficient manner
- Performs the more difficult and responsible accounting duties necessary to receive, process and record data relating to Accounts Payable and purchasing
- Determines and verifies object and program codes as they relate to processing of warrants, purchase orders, employee reimbursements, and other necessary documents

- Prepares daily reports for review and signature of the Chief Business Officer
- Prepares 1099 and other tax reports
- Interfaces with administrators, district personnel, and vendors with accounts payable and purchasing transactions
- Assists program managers with Accounts Payable/general ledger reconciliations
- Makes recommendations for potential procedural changes
- Performs other duties as required

**REQUIRED QUALIFICATIONS:**

To perform this job successfully, the 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 individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Basic office methods, practices and procedures
- Appropriate laws, codes, regulations, requirements, and standards related to assigned area(s) of responsibility
- Standard English usage, spelling, grammar and punctuation
- Proper bookkeeping methods, practices and procedures
- Standard office machines, including computers and software applications for the specific areas of responsibility
- Generally Accepted Accounting Procedures (GAAP)

**ABILITY TO:**

- Provide a positive, pleasant, supportive reception to the public
- Respond promptly to requests to provide needed information, assistance, training, materials and resources
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines
- Apply bookkeeping practices and procedures as they pertain to school district accounting.
- Analyze financial data and prepare accurate records and reports
- Perform difficult accounting/clerical work requiring the use of independent judgment and decisions
- Make arithmetical computations rapidly and accurately
- Use-10 key calculator
- Effectively communicate orally, in person, on the telephone, and in writing
- Type accurately at 55 words per minute
- Complete detailed work requiring accuracy
- Operate office machines
- Establish and maintain cooperative working relationships with those contacted during the performance of job duties
- Complete tasks with minimum supervision
- Relate positively to students, staff and the public
- Maintain confidentiality
- Effectively communicate in both oral and written form
- Work independently

**EXPERIENCE:**

- Two years of bookkeeping/clerical experience preferably, in a school district

**REQUIRED EDUCATION:**

- Formal or informal education or training which ensures the ability to read and write at a level for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities
- High school diploma or equivalent with an emphasis in business courses
- Bookkeeping or related courses at the community college preferred

**DESIRABLE QUALIFICATIONS:**

- Basic knowledge of computers in business practices
- Two years previous public school business office or school site experience
- A.A. degree in accounting related major
- Ability to communicate in Spanish

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk (frequently);

Sit for sustained periods of time (constantly);

Climb stairs, steps, and step ladders; (occasionally);

Lift up to 20 pounds (rarely);

Lift between 1 and 10 pounds (occasionally) – ream(s) of paper, manuals;

Carry up to 20 pounds (rarely);

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

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