

Dumas ISD

Accounting Clerk

Job Description

Job Title: Accounting Clerk

Wage/Hour Status: Nonexempt

Reports to: Accounting Supervisor

Pay Grade: F

Dept. /School: Business Services

Date Revised: 8/28/13

Primary Purpose:

Under general supervision, perform bookkeeping and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One year accounting or bookkeeping experience

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of assigned district financial transactions.
2. Input accounting data into automated accounting system using personal computer.
3. File office copies of checks, requisitions, invoices, and purchase orders.
4. Maintain vendor files and set up new accounts when changes occur.
5. Record details of financial transactions in appropriate journals and subsidiary ledgers.
6. Maintain subsidiary accounts by verifying, allocating, and posting transactions.
7. Maintain general ledger by transferring subsidiary account summaries.
8. Examine all computerized general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.



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- 9. Compute and record cash receipt summaries.
- 10. Balance general ledger and subsidiary accounts by reconciling entries.
- 11. Work with bank officials to make inquiries and resolve discrepancies in account records.
- 12. Transfer funds between accounts as directed by the Superintendent of Business.

Records

- 13. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district.
- 14. Assist with preparation of financial statements and budget amendments for presentation to board.
- 15. Maintain physical and computerized files and records.

Other

- 16. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

