



job Title: HR/Accounting Clerk
Pay Grade:
Reports To: Business Manager

FLSA Status Non-Exempt
Employment Status: At Will
Date Created/Updated: 4/07/2017

General Responsibilities

The Accounting Clerk is a clerical assistant who performs a wide range of functions to support the financial record keeping of the school Business Manager. The Accounting Clerk is charged with keeping detailed financial records for the Katherine Anne Porter School and will ensure the daily accounting functions run accurately and effectively. Work collaboratively with Business Manager. Support and committed to the Katherine Anne Porter School mission, vision, and core values.

Qualifications

Associates Degree in related field (required)
Bachelor's Degree in Accounting, Finance or Related Field (preferred)
Previous School District Experience (preferred)
Criminal Justice Fingerprint/Background Clearance

Skill Requirements

A high degree of organizational, planning and general business skills which will be used to provide the best possible support services.
Familiar with bookkeeping and basic accounting procedures.
Proficient in Microsoft Office, Databases, and Accounting software.
Working knowledge with spreadsheets and financial reports.
Accuracy, attention to detail, and ability to perform filing and record keeping tasks.
Desire to continuously learn and increase effectiveness as a professional; offer and receive constructive feedback
Willing to be flexible and go above and beyond to meet the needs of the Katherine Anne Porter School students.

Performance Requirements

- Responsible for maintaining records of expenditure, receipts, accounts payable, accounts receivable, and profit and loss.
- Receive and record cash, checks, and vouchers
- Ensure that account data are complete and accurate, and code documents according to organization's procedures.
- Produce reports including income statements,
- Prepare bank deposits, general ledger postings and statements, balance sheets, and totals by account.
- Reconcile accounts in a timely manner.
- monitor loans and accounts to ensure that payments are up to date.
- Daily enter key data of financial transactions in database
- Research, track, and restore accounting or documentation problems and discrepancies
- Function in accordance with established standards, procedures and applicable laws

Physical and Work Environment

Most work will be performed in an school office setting
Greet visitors/staff with professionalism and courtesy.
Communicate effectively with staff, administration, students, and parents when called upon.
Coordinate workflow and task completion within the school and administrative offices.
Handle high stress and deadlines in a professional manner.

Personal Work Relationships

Candidate receives administrative supervision and is typically evaluated formally one time per year. Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems. A spirit of respect and concern shown through friendliness and helpfulness.

Additional Information

This job description is not an employment agreement or contract. Katherine Anne Porter School has the exclusive right to alter this job description at any time without notice.

This position is nonexempt from the Fair Labor Standards Act (FLSA). The office hours are 7:45 a.m. to 3:45 p.m.

In accordance with applicable laws and Katherine Anne Porter School policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States. 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.

Acknowledgement

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee Signature

Date

Employee Signature

Date