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|  | **JOB TITLE** | ACCOUNT CLERK I |
| **REPORTS TO** | PRINCIPAL OR BUILDING SUPERVISOR, CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 210 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7165 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.  |
| One year of general clerical experience. |
| One year of Bookkeeping or Finance related experience preferred.  |

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| **POSITION SUMMARY** |
| Perform complex and advanced-level clerical accounting duties in support of school or District programs and services; Account Clerk I incumbents serve as a Bookkeeper at the Pre-K through 8th grade level. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Perform complex and advanced-level clerical accounting duties in support of District and/or School programs and services. |
| Verify payroll and related records for an assigned school or department. |
| Maintain employee attendance records for an assigned location or department; verify sick leave and vacation allowances. |
| Verify, balance, adjust and assure the accuracy of assigned accounts; receive, verify and audit invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures. |
| Collect, receipt, record and deposit monies; sort and post to appropriate account; reconcile cash, receipts and statements; resolve or assist in the resolution of discrepancies and errors. |
| Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; extend and balance accounts and post to various records and reports. |
| Prepare and generate a variety of financial and statistical reports, lists and summaries; enter, compile and tabulate data for inclusion in departmental reports; prepare, maintain and file lists, records, reports and other documents. |
| Interact with vendors and District personnel to research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports. |
| Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; interpret, apply and explain District policies and regulations as needed. |
| Input financial and statistical information into an automated accounting system. |
| Operate a variety of office equipment including typewriter, calculator, copier and computer terminal. |
| Demonstrate ethical behavior and confidentiality of information about students in school environment and community. |
| Maintain a cooperative working relationship with principal, students, parents, staff and public.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of bookkeeping principles and methods and their application to work situations.  |
| Knowledge of rules and regulations controlling budgetary and internal record-keeping activities. |
| Applicable sections of Kentucky Administrative Regulations and other applicable laws.  |
| Ability to keep complex records and to assemble and organize data for preparing reports.  |
| Telephone techniques and etiquette.  |
| Correct English usage, grammar, spelling, punctuation and vocabulary.  |
| Interpersonal skills using tact, patience and courtesy.  |
| Ability to read, interpret, apply and explain rules, regulations, policies and procedures.  |
| Ability to type at an acceptable rate of speed.  |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |