**Account Clerk I**

Reports to – Finance Officer and Superintendent

Regular Hours Worked – 8 hours per day

Terms of Employment – 235 days per year

Input and maintain purchasing and accounts payable and receivable records. Schedule substitutes teachers. Maintain substitute records and prepare reports. Backup other Central office personnel as necessary.

**PERFORMANCE RESPONSIBILITIES**

1. Schedule multiple substitutes on a planned and or last minute notice
2. Communicate on a daily basis with Superintendent, Asst. Superintendent, School Principals and Secretaries through sub charts
3. Keep daily and accurate record of every teacher absent, reason, what grade, subject taught and who substitutes for that day
4. Aide payroll with any discrepancy that may occur by keeping daily log of teachers absent and who is the particular substitute
5. End of year create a chart that allows the Superintendent to compare the percentage of teachers absent and what percentage of the absences were filled by substitutes
6. Must be accessible via phone, email or in person for principals, teachers and substitutes to be able to contact for issues, personnel problems, etc.
7. Enter requisitions and run purchase orders
8. Balance batch totals to assure input data is accurate and complete
9. Maintain and run fixed asset projects.
10. Check Activity fund monthly payments before board meeting and match checks to invoices
11. Back up Account Clerk for Activity Fund Deposits.
12. Prepare and enter all purchase orders into MUNIS accounts payable system for payment
13. Maintain accurate and current files, records and data base files
14. Receive and deposit all accounts receivable checks
15. Assist independent auditors with annual audit
16. On rotation schedule traveling to each school each day at assigned times for pickup of any and all items that need to come to Central Office
17. Any duties requested by the Finance Officer or Superintendent

**PHYSICAL DEMANDS**

Sitting at a workstation, travelling to schools

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. General knowledge of office equipment and word processing procedures

3. Type at an acceptable rate of speed

4. Experience in general clerical or data entry work

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: April 30, 2012

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee