**Account Clerk II**

Reports to – Finance Officer and Superintendent

Regular Hours Worked – 8 hours per day

Terms of Employment – 215 days per year

To provide assistance to complete all required tasks to implement all Activity fund accounts; Maintain and assist with Fund Raising activities. Backup other Central Office personnel as necessary.

**PERFORMANCE RESPONSIBILITIES**

1. Provide basic secretarial skills for the Asst. Superintendent
2. Knowledge of STI to work in computer software on a daily basis to create purchase orders, issue payments to individuals or companies and keep records of each individual activity account
3. Responsible for issuing payment and standard invoice to all officials scheduled for each sporting event
4. Responsible for making daily Activity Fund bank deposits
5. Maintain and assist with Fund Raising activities and reports
6. Prepare Tentative and Working Budgets for Activity Funds to Board
7. Any duties as requested by the Finance Officer or Superintendent
8. Back up for Account Clerk I for substitutes and General fund deposits.
9. Cafeteria plan statements and deductions and mailing of payments.
10. Review Food Service reports and deposits
11. 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
12. Assist independent auditor with annual audit.

**PHYSICAL DEMANDS**

Travel from building to building, must be able to work in all office setting in the District

**MINIMUM QUALIFICATIONS**

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

2. Ability to complete assigned accounting task

3. Basic knowledge with computer software programs such as Microsoft Office, Power Point and Excel

4. Have experience in general office duties

5.Have experience in general accounting duties

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

 Board Chairperson

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

 Employee