**Account Clerk I**

Reports to –Superintendent

Input and maintain purchasing and accounts payable and receivable records. Backup other Central office personnel as necessary.

**PERFORMANCE RESPONSIBILITIES**

1. Enter requisitions and run purchase orders
2. Balance batch totals to assure input data is accurate and complete
3. Maintain and run fixed asset projects and records
4. Check Activity fund monthly payments before board meeting and match checks to invoices
5. Back up Account Clerk for Activity Fund Deposits.
6. Prepare and enter all purchase orders into MUNIS system for payment
7. Maintain accurate and current files, records and data base files
8. Receive and deposit all accounts receivable checks
9. Complete cash requests for Federal Programs
10. Other duties as assigned

**PHYSICAL DEMANDS**

Must be able to work in all office setting in the District

**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

5. Basic knowledge of computer software programs such as Microsoft Office Suite

6. Demonstrates ability to make independent decisions/judgments about work priorities.

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

Board Chairperson Revised: April 24, 2018

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

Employee