

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

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**POSITION TITLE:** Account Clerk II

**REPORTS TO:** Building Principal

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Perform a variety of responsible clerical accounting duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial, accounting and purchasing documents, reports and materials.

**REPRESENTATIVE DUTIES:**

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Maintain a set of financial records related to accounts payable, or other assigned accounting support area;
- Coordinate assigned area with other accounting functions;
- 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; resolve or assist in the resolution of discrepancies and errors;
- Code purchase orders and invoices accurately;
- 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 computer, calculator, scanner and copier;
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic accounting practices, procedures and terminology;
- Financial and statistical record-keeping techniques;
- Modern office practices, procedures and equipment;
- Data processing applications to accounting functions;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy;

- Operation of a computer terminal.

**ABILITY TO:**

- Apply bookkeeping and financial record keeping principles to the maintenance of assigned accounting records;
- Maintain financial records, review and verify data and prepare accurate reports;
- Learn to apply and explain rules, regulations, policies and procedures involved in assigned activities;
- Compare numbers and detect errors efficiently;
- Make arithmetic computations with speed and accuracy;
- Operate standard office machines such as a computer, calculator, scanner and copier;
- Meet schedules and time lines;
- Work confidentially with discretion;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Perform statistical typing accurately.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light weights.

**EVALUATION:**

- Annual development of Professional Growth Plan.
- Annual evaluation of job performance by supervisor.

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- High School Diploma or G.E.D.;
- One (1) year of accounts payable or accounting experience;
- Valid Kentucky Driver's License.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: