

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Account Clerk I

REPORTS TO: Building Principal

SUPERVISES: N/A

BASIC FUNCTION:

Perform routine clerical accounting duties in the maintenance of assigned accounting records at a school site.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Assemble, match, sort, tabulate, check and input a variety of financial and statistical data;
- Maintain statistical records and process a variety of documents involved in financial transactions;
- Learn and apply district procedures and policies;
- Post, balance and adjust accounts; review for accuracy and completeness;
- Operate standard office equipment to enter and manipulate data;
- Assemble financial and statistical data for various reports from clearly indicated sources;
- Maintain various records, reports, documents and files as directed; distribute reports as assigned;
- Assist other accounting clerical personnel in the maintenance of more complex accounts;
- Check arithmetic calculations on financial records and documents; verify extensions, proper coding and account numbers;
- Answer telephone; take and relay messages or transfer calls to appropriate personnel and provide routine information;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices and procedures;
- Modern office practices, procedures and equipment;
- Operation of a computer and other office equipment;
- Record-keeping techniques;
- Interpersonal skills using tact, patience and courtesy;
- Telephone techniques and etiquette.

ABILITY TO:

- Perform routine clerical accounting duties in the maintenance of assigned accounting records;
- Add, subtract, multiply and divide quickly and accurately;
- Maintain accurate financial and statistical records and compile data from clearly indicated sources;
- Operate standard office equipment such as a computer, calculator, scanner and copier;
- Learn and apply office policies, rules and practices;
- Understand and follow oral and written directions;
- Prepare data processing input documents rapidly and accurately;
- Meet schedules and time lines;
- Work cooperatively with others.

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.
- Evaluated annually by the principal in accordance with classified personnel standards.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High School Diploma or G.E.D. Certificate;
- Valid Kentucky Driver's License;
- Experience in finance or accounting preferred.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
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.	
Employee Signature:	Date: