

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Accounting & Human Resources Clerk for the 25-26 school year	Finance Officer and HR Director Superintendent	Up to 60 days/ 8 hours per day	Need to determine?? Classified Salary Schedule IV

SCOPE OF RESPONSIBILITIES

The Accounting and Human Resources Clerk provides part-time administrative support to the Finance and Human Resources departments. ~~with minimal supervision~~. This position assists with data entry, document organization, payroll and benefits processing, and general accounting tasks to ensure smooth day-to-day operations.

ESSENTIAL DUTIES & RESPONSIBILITIES: Accounting Support

1. Assist with entering invoices, purchase orders, and payment data into accounting software
2. Match purchase orders, receiving reports, and invoices for accuracy
3. ~~Help r~~Reconcile accounts and maintain organized financial records
4. Assist with vendor setup, W-9 collection, and verification
5. Prepare and verify deposits and receipts as directed
6. ~~Help with t~~Timesheet collection, review, and entry for payroll processing
7. Support month-end or fiscal-year-end processes as needed
8. ~~Provide S~~upport with any audit requests
9. Other duties as assigned

ESSENTIAL DUTIES & RESPONSIBILITIES: Human Resources Support

1. Assist with new-hire onboarding, personnel file updates, and off-boarding.
2. ~~Assist with m~~Maintaining job descriptions and ~~assist with posting~~ open positions.
~~postings.~~
3. Assist ~~in the preparation and communication of personnel action updates and reports with reporting any personnel actions to the Board~~
4. Track required certifications, trainings, and background checks
5. Maintain confidentiality in handling employee records and sensitive information
6. Assist with benefits enrollment and employee communications
7. ~~Track and m~~Maintain ~~and update~~ required employee records including but not limited to communication waivers
8. Upload new employees in various systems that track sub assignments, request for time off, and training
9. Other duties as assigned

GENERAL ADMINISTRATIVE SUPPORT

1. Maintain filing systems (digital and paper) for finance and HR records
2. Answer phone calls and/or emails related to accounting or HR inquiries
3. Provide additional clerical or project support as requested

KNOWLEDGE AND ABILITIES

- Proficiency with Microsoft Office Suite and Google required and knowledge of accounting and personnel software preferred
- Strong organizational ~~skills, skills,~~ attention to detail, and ability to maintain confidentiality
- Ability to meet deadlines, work independently, and adapt to changing priorities
- ~~Knowledge of M~~modern office practices, procedures and equipment
- ~~Effective verbal and written communication skills and professional T~~Telephone techniques and etiquette

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law; associates degree in business, accounting, or related field preferred
2. Prior experience in a school district, governmental, or nonprofit accounting and/or human resources preferred