

TITLE:

Accounts Specialist

QUALIFICATIONS:

Any combination equivalent to high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and five years of responsible and varied accounting experience; possess the necessary literacy and accounting skills to fulfill the performance responsibilities of the job; knowledge of State Financial Accounting System "Munis" preferred (but not required).

REPORTS TO:

Chief Financial Officer

PRIMARY JOB GOAL:

To assist in planning and organizing the Board of Education's accounting and reporting system in conformance with Generally Accepted Accounting Principles and Board of Education policies; to assist in the performing of complex and responsible payroll duties; to assist in the management of purchase requisitions, purchase orders, payment of bills, invoices, and vouchers; to provide smooth efficient operation of the district purchasing activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted accounting principles, reporting policies, and practices of general fund accounting; knowledge of financial record-keeping procedures, and applicable state requirements and other laws and regulations; ability to communicate clearly and concisely, both orally and in writing, and use proper telephone techniques and etiquette; ability to establish and maintain effective working relationships with others; possess skills in proficient use of data processing equipment and systems, computers, word processors, and peripheral equipment; ability to establish and maintain a variety of complex and confidential files and records; ability to work confidentially with discretion; possess organizational skills; ability to assist Finance Director on a variety of complex budget and accounting functions including internal auditing, general ledger, cost accounting, payroll, accounts payable, and accounts receivable; ability to read, interpret, and follow rules, regulations, policies, and procedures; ability to work under deadlines and timelines.

PERFORMANCE RESPONSIBILITIES:

- Processes purchase orders and standard invoices with appropriate invoices for payment.
- Inputs accounts payable data (invoice entry) on computer, and writes checks for all funds.
- Performs financial record-keeping for general fund; maintains computerized records for accounts payable.
- Responds to questions or complaints from vendors, district administrators, or employees regarding issues related to payments, balances, charges, and other information; assist employees in completing necessary payroll forms.
- Prepares bills for copier, paper and postage usage quarterly for schools and budget coordinators.
- Prepares billing statements for audit expenses to budget coordinators.
- Keeps property, fleet, and liability insurance policies on file; files claims when needed.
- Keeps records and prepares 1099 miscellaneous tax forms for recipients of miscellaneous income.
- Keeps computerized ledgers of allocation monies for each school's expenditures
- Assists school secretaries/bookkeepers with financial questions and procedures pertaining to bookkeeping and coding.
- Writes purchase orders and orders supplies for the Central office; keeps check on supplies and reorders as needed.
- Operates a variety of office equipment including calculator, copier, computer terminals, and fax machine.
- Assist Finance Director with bid specifications for gasoline, diesel fuel, fleet insurance, property insurance, and various other bid advertisements for newspaper publications; attends bid openings and records bids.

e. Squatting		X	X							
f. Climbing		X	X							
g. Kneeling		X	X							
h. Twisting		X	X							
i. Lifting		X	X							

LIFTING		
_____ 0-10 lbs. <u> X </u> 11-15 lbs. _____ 16-30 lbs. _____ Over 31 lbs.		
2a. HAND MANIPULATION REQUIRED? <u> X </u> Yes (If yes, complete 2a,2b,2c,2d,2e) _____ No		
2b. Repetitive hand movements? <u> X </u> Yes _____ No		
2c. Simple Grasping?	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____
2d. Power Grasping?	Right Hand Yes _____ No <u> X </u>	Left Hand Yes _____ No <u> X </u>
e. Pushing Pulling?	Right Hand Yes _____ No <u> X </u>	Left Hand Yes _____ No <u> X </u>
f. Fine Manipulation:	Right Hand Yes <u> X </u> No _____	Left Hand Yes <u> X </u> No _____

3. (a) Does the job require a worker to reach or work above the shoulder? <u> X </u> Yes _____ No Frequency? <u> As needed </u>
(b) Reaching at or below shoulder level? <u> X </u> Yes _____ No Frequency? <u> As needed </u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? _____ Yes <u> X </u> No
5. Are there special visual or auditory requirements? <u> X </u> Yes _____ No If yes, please describe (i.e. working with computer terminal): working with a computer terminal or laptop, software for data entry, payment, etc...
WORK ENVIRONMENT: a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? _____ Yes <u> X </u> No b. Is the employee exposed to fumes or airborne particles? <u> X </u> Yes <u> X </u> No If yes, please specify: Potential exposure common to cleaning supplies or dust and debris that is common with the regular office setting, etc...

BLOOD/FLUID EXPOSURE RISK: (check the right category)

_____ Category I: Tasks involve exposure to blood, fluid, or tissue

_____ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

 X Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

239 days per year; salary is "commensurate with the Simpson County Schools Clerical Salary Schedule"

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: April 19, 2012

Amended May 21, 2026

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____