

Killeen Independent School District Job Description

Job Title: Accounting Clerk
Reports To: Senior Accountant
FLSA Status: Non-exempt

SUMMARY Assists the Senior Accountant in applying financial and accounting concepts or techniques for financial planning and control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Reviews journal entries and makes adjustments as necessary.

Sorts, files, and distributes daily and monthly financial reports to various departments.

Files backup for journal entries.

Ties Food Service bank deposits to ensure they match journal entries, and makes corrections when necessary.

Gathers audit information to assist with year-end audit.

Processes and tracks vendors W-9 forms.

Processes check requests.

Prepares journal entries and enters journal entries into financial software system.

Uploads Food Service deposit data to financial software system.

Packs records and sends them to Property Management.

Answers phones for Accounting Departments and directs calls or records accurate messages from callers; delivers messages to intended recipient with accuracy and timeliness.

Performs other such tasks that may be assigned by the Senior Accountant.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS: Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum 7,000 kph with 7 errors or less.

Reviewed/Revised Date: October 21, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.