

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: District Office Accounting Clerk

Supervisor: Controller

FLSA Status: Nonexempt

Summary: Maintains and processes various accounting records and transactions within the District's electronic fund accounting system including but not limited to: Accounts Payable, Accounts Receivable, Cash Receipts, Payroll Records, Fixed Assets, Purchase Requisitions and Journal Entries.

Essential Duties and Responsibilities:

- Provides District administration and School staff with information related to accounting procedures and processes.
- Processes Accounts Payable invoices for payment
- Issues Accounts Payable checks and reconciles bank statements.
- Prepares Accounts Receivable invoices
- Records and deposits cash receipts
- Records and maintains Fixed Assets Ledger
- Reconciles Bank Accounts
- Processes and maintains various payroll-related records
- Maintains confidentiality of data
- Reviews purchase order requisitions for appropriate accounting codes.
- Performs basic financial analysis and auditing of various data often using spreadsheets to consolidate the analysis. Makes arithmetical calculations; keeps ledger accounts, balancing such accounts and checks and corrects irregularities.
- Operates a personal computer and various business machines.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.
- Periodic overtime may be required from time to time.

Marginal Duties and Responsibilities:

- Acts as back up for other District offices when necessary.
- Answers business office telephones as necessary.
- Sorts mails when necessary.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or General Education Diploma (GED); three years' related experience and/or training; or equivalent combination of education and experience. Demonstrated ability to rapidly and accurately operate an electronic accounting system, 10-key calculator and other business machines as necessary.

Interpersonal Skills: Ability to interact appropriately with vendors, teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to respond to common inquiries or complaints from vendors, students, parents, or members of the community. Ability to read and interpret documents such as bookkeeping processes and procedures. Ability to write routine reports, correspondence and respond to common inquiries from regulatory agencies and staff.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should be proficient with electronic accounting systems, intermediate skills with the Microsoft Office Suite, internet software and e-mail...

Certificates, Licenses, Registrations: Certificates as determined by the District.

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 regularly required to talk or hear and use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk or sit. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

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 low. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____