

Medford SD 549C Job Description

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: Accounting Clerk
Supervisor: Assistant Principal
FLSA Status: Nonexempt

Summary: Maintains records of all cash receipts and accounts receivable. Processes reports and disseminates information regarding account balances.

Essential Duties and Responsibilities:

- Provides support with school, student body, athletic and parent activities and may require overtime.
- Provides administration with information regarding problems or issues which may require supervisory attention in the area of accounting, procedures and processes.
- Provides information to appropriate personnel regarding school accounts.
- Maintains accounting records including District General and Auxiliary Funds. i.e., transfers funds for all expenditures from local government investment pool, maintains vendor files, posts, assembles, tabulates and compares financial data.
- Issue checks for building funds and reconciles bank statements for Accounts Payable and Payroll bank accounts.
- Maintains school's purchase order system and inputs requisitions.
- Answers telephones and provides answers to questions or routes to appropriate staff members.
- Creates fines and posts payments to student accounts.
- Collects student fees for classes and other activities and issues refund checks to prior students.
- Prints and oversees ticket sales for various activities and athletic events.
- Compares, schedules, indexes and files bills, vouchers, warrants and other records.
- Makes arithmetical calculations; keeps ledger accounts, balancing such accounts and checks and corrects irregularities.
- Operates various office machines, including typewriter, computer, adding machine and calculator.
- 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.

Marginal Duties and Responsibilities:

- Acts as back up for front office.
- Checks in books from depository.
- Answers office telephones as necessary.

Marginal Duties and Responsibilities (continued):

- Sells Booster's Club items.
- Collects picture money and hands out picture packets.
- Sorts mail when necessary.
- Attends staff meetings and in-service trainings.

Supervisory Responsibilities:

- Oversee employees for ticket and game management duties.
- 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. Ability to rapidly and accurately operate 10-key calculator and other business machines.

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 database software, internet software, e-mail, accounts payable and receivable software, accounting software, general ledger software, payroll and word processing.

Certificates, Licenses, Registrations: Certificates as determined by the District including a valid Oregon driver's license.

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 to moderate. 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: _____