



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Accounting Clerk	<b>Department:</b> Finance & Operations	
<b>Immediate Supervisor's Position Title:</b> Director of Finance & Operations	<b>FLSA Status:</b> Non-Exempt	<b>Classification Level:</b> Grade 10
<b>Job Summary:</b>		
<p>Under the direction of the Director of Finance &amp; Operations, the Accounting Clerk is responsible for collecting vendor invoices and purchase orders and reviewing all orders for proper coding and addressing any questions or discrepancies; collecting and verifying all supporting documents; monitoring, reviewing and researching aged checks and back orders; determining how and when invoices are paid; performing other accounting related activities or projects as delegated.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>		

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processes all District invoices received by mail or email coming to the Accounts Payable Department.
  - a) Collects and assembles all purchase orders and invoices.
  - b) Checks all supporting documents and amounts to assure accuracy of payments.
  - c) Contacts departments and requests they make corrections, ensure proper authorization or to clarify invoice information.
  - d) Confirms departmental changes.
  - e) Determines how and when invoices are paid.
  - f) Maintains and updates accounts payable vendor files.
- Researches aged open purchase orders and outstanding checks. Determines the status and validity of open orders or if orders should be closed. Contact individuals or vendors whose checks have not cleared. Resolves other issues or questions pertaining to account payables.
- Explains and answers accounts payable procedures and processes to new District staff and administrators.
- Performs monthly balancing and reconciliation of a number of payroll liability accounts (e.g., federal and state income tax withholding, FICA and Medicare tax withholding and contributions, TRA, PERA, tax sheltered annuities, Roth 403(b), health, dental, life, and vision insurance, union dues) to ensure the appropriate payroll deductions and benefits are accounted for properly.
- Provides support and assistance in the processing of payroll.
- Performs other duties of a comparable level or type, as required.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>Minimum Educational and Experience:</b>  Requires a minimum of one (1) year post-secondary coursework or training or related field and a minimum of one (1) year directly related experience in accounting, bookkeeping or related area; or an equivalent combination of education/experience necessary to perform the requirements of the work.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> None
<b>ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Basic understanding of bookkeeping functions, operations, and routines of the district as it pertains to accounts payable and payroll activities.</li> <li>• Fundamentals of general office and general administrative procedures and operational requirements.</li> <li>• Office equipment and typical office productivity software, databases or customized systems/applications used within the district for processing payrolls (i.e., Skyward).</li> <li>• Knowledge of basic record retention, record/file/database maintenance requirements.</li> <li>• Basic understanding of data privacy requirements, provisions as it impacts the processing of accounting and financial records.</li> </ul> <b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and representatives of other agencies.</li> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with employees, agencies, vendors, the public and department staff concerning addressing accounts payable questions, etc.</li> <li>• Learning and implementing accounts payable and payroll routines, procedures and operations established within the department.</li> <li>• Maintaining and updating payable documents and vendor files and records.</li> <li>• Entering payables into the system to produce vouchers.</li> <li>• Following-up on and resolving questions or discrepancies pertaining to payables.</li> <li>• Learning, reviewing and applying expenditure and object codes to purchase orders.</li> <li>• Performing general office and clerical functions required within the office of assignment.</li> <li>• Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.</li> <li>• Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department.</li> <li>• Performing work assignments requiring attention to detail, precision and accuracy.</li> </ul>

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

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<p>Physical requirements associated with the position can be best summarized as follows:</p> <p><b>Light Work:</b> Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>	
<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>This is an administrative position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.</p>