



Longview Independent School District

JOB DESCRIPTION **ACCOUNTING CLERK**

JOB TITLE:	Accounting Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Business Office	PAY GRADE:	Paraprofessional 7

PRIMARY PURPOSE:

Assist in the prompt and accurate payment of expenses incurred by the district and in processing purchase orders and invoices and maintaining accounting records.

QUALIFICATIONS:

Education/Certification/License:

High School Diploma or GED

Special Knowledge and Skills:

- Demonstrates interest in and aptitude for work to be performed and customer service
- Computer proficiency, preferred

Experience:

Accounting related experience or background

MAJOR RESPONSIBILITIES AND DUTIES:

1. Open mail, stamp with date received and distribute appropriately
2. Maintain assigned vendor accounts by verifying, allocating, and posting transactions; communicate with vendor to resolve problems with billings and payments
3. Examine transactions daily for accuracy; make corrections as needed and inform the supervisor of problems



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Receive direct pay requests, review for appropriate documentation and accuracy
5. Receive and process for payment, accounts payable invoices, requisitions, purchase orders, etc.
6. Match invoices with proper purchase orders; ensure completeness and accuracy of invoices and shipments
7. Maintain complete and systematic records in alphabet assigned
8. Work with supervisor to detect and resolve problems with incorrect orders, invoices and shipments
9. Assist the supervisor in contacting district personnel and vendors to correct or obtain information as needed
10. File vendor payment supporting documentation; verify appropriate approvals on file package; maintain file records, pulling and refiling vendor file packages as needed
11. Research stale dated checks, mail inquiries to vendors and issue replacement check if necessary; write purchases made without PO or DP letter and distribute
12. Communicate current status of invoices to campus staff
13. Receive incoming calls, answer questions, and direct calls to the proper party
14. Comply with directions and instructions from supervisor; perform other tasks and assume such responsibilities as may be assigned
15. Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrate teamwork in daily activities
16. Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently
17. Provide complete and accurate information in the conduct of district business
18. Participate in staff development training programs to improve job performance
19. Participate in meetings and special events as assigned



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Is regular in attendance and complies with notification procedures for absences
21. Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics
22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Mar., 2020