

## EMPLOYED PERSONNEL

### AUTHORIZATION: DUTIES AND RESPONSIBILITIES

#### 215.16 Accounting Clerk II

##### Authorization

There shall be Accounting Clerks, salary classification V, as recommended by the Superintendent of Schools and approved by the Board of Education.

##### Status

Accounting Clerks shall work under the immediate supervision of the Accounting Services Supervisor.

##### General Responsibility

Accounting Clerks shall be responsible for providing general accounting assistance and minor administrative assistance to the supervisor.

##### Specific Duties

In fulfillment of general responsibilities, Accounting Clerks shall perform the following duties:

- a. process bills for payment;
- b. process list and pay orders prior to computer run;
- c. prepare and type reports for agenda;
- d. process purchase orders for mailing after Board approval;
- e. maintain complete records on large account vendors, including all correspondence and telephone contacts;
- f. handle problems about purchase orders from all the schools including all correspondence and telephone contacts;
- g. maintain the Cafeteria Food Services accounts for the district including posting daily deposits of all the schools in a cash receipts book, processing the cafeteria bills for payment for the computer run, preparing the monthly cafeteria financial statement, closing and balancing the cafeteria books at the end of the school year;
- h. help prepare and type financial statements as needed;
- i. maintain a regular filing system;
- j. perform additional duties in fulfillment of general responsibilities as associated with a specific position and assigned by the supervisor.

Approved: July 12, 1982  
By: Board of Education  
Morris School District