

EMPLOYED PERSONNEL

AUTHORIZATION: DUTIES AND RESPONSIBILITIES

015.17 Accounting Clerk III

Authorization

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

Status

The Accounting Clerk shall work under the immediate supervision of the Accounting Services Supervisor.

General Responsibility

The Accounting Clerk shall be responsible for providing general accounting and administrative assistance to the supervisor.

Specific Duties

In fulfillment of general responsibilities, the Accounting Clerk shall:

- a. process bills for payment;
- b. prepare checks for mailing;
- c. conduct internal audits on outstanding orders;
- d. maintain tuition accounts receivable records, send bills, record receipts and make adjusting entries;
- e. maintain non-routine account ledgers by keeping complete and separate accounts by the various funding sources for accounts such as the high school renovation project;
- f. post entries to the cash receipts/expenditures ledger;
- g. prepare and type the monthly financial report to the Board;
- h. prepare and type the district taxes agenda motions and the requests to the municipalities;
- i. maintain appropriate files;
- 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