

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Assistant Accounting Clerk	
<i>Supervisor:</i> Assistant Director of Accounting Services	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 6

**Job Summary**

The position is the main point of contact for the director of accounting services, the chief accountant, the grants accountant, the accounts payable department and the payroll department. It facilitates the distribution of information about the accounting services department to other school district departments, as well as to schools and to the public, and is responsible for monitoring raffle activity in the district.

**Essential Job Functions**

Prepares repetitive journal entries; enters journal entries prepared by supervisors into Munis accounting software; edits journal entries for central stores and food service sales orders.

Prepares invoices for accounts receivable and maintains an Excel spreadsheet of all receivables; logs payments on invoices into Excel spreadsheet; balances detail list of receivables to general ledger monthly.

Maintains payroll and accounts payable check audit logs for all checks printed to ensure that disbursements are properly authorized and recorded in the accounting system; alerts appropriate personnel to any discrepancies.

Maintains files on all raffles; reviews raffle tickets prior to printing; initiates raffle checks; reviews and reconciles raffle financial statements received from raffle coordinators in order to close raffles; maintains raffle check log.

Prepares monthly downloads of information from Munis for use by the finance department in their reconciliation of district bank accounts.

Edits monthly Munis report specifications in preparation for running month end reports for schools and administrative center departments.

Prepares time sheets for the accounting services department.

Enters purchase requisitions and sales orders into Munis for the accounting services department.

Answers and directs both in-person and telephone inquiries to appropriate personnel; greets visitors from both within and outside the district; provides information to both the public and staff.

Distributes routine correspondence; sorts and distributes incoming mail to the appropriate department staff.

Assists weekly with the accounts payable check run, sorting checks to be distributed to the schools and mailing checks to external parties.

Acts as primary backup for the district cashier, which includes processing multiple daily deposits from the schools, keying cash receipts into Munis, processing petty cash reimbursements, reconciling daily receipts to daily deposits, reconciling monthly petty cash, and other functions.

Maintains files of correspondence and other records, including confidential materials.

Acts as key operator for departmental printers, fax and copy equipment.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Standard office equipment including personal computer, fax and copy machines, 10 key-calculator.

### **Independent Decisions**

Makes routine job related decisions.

### **Primary Working Contacts**

Contact with district administrative staff including primarily accounts payable, payroll, and purchasing departments, along with other administrative center staff; contact with school staff including principals, teachers and administrative secretaries; and the public, including PTA and booster clubs.

### **Responsibility for Cash, Equipment, Safety**

Handles and distributes an average of 150 accounts payable checks weekly, with total dollar amounts ranging from \$50,000 to \$3.5 million. As the backup cashier, is custodian for \$2,000 of petty cash funds, and processes deposits including several thousands of dollars of cash daily. Acts as the key operator for printers, fax machine, and copier.

### **Supervision Received and Exercised**

Receives oral and written instructions from the director of accounting services; receives indirect instructions from the payroll manager and the accounts payable/fixed assets accountant. Assists accounting services temporary employees with questions about job duties.

### **Unusual Working Conditions**

None.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an

appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Competency with Microsoft Office software.
3. General office procedures, including filing and data entry.
4. Good basic arithmetic skills and good oral/written communication skills in English required to facilitate effective interaction with co-workers, administrators, district personnel, and the public.
5. Excellent typing and 10-key skills.
6. Ability to prioritize daily work with more urgent weekly/monthly/yearly tasks; to work independently; to interact with others in a courteous and tactful manner; to meet deadlines.

The following are preferred:

1. One (1) year accounting and/or bookkeeping experience.
2. Familiarity with Munis or other large scale ERP software is desirable.
3. Knowledge of accounting procedures.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**