JOB DESCRIPTION:
Account Clerk – Business Office
Clinton Central School District, Clinton, NY
Full Time

POSITION SUMMARY:

The Account Clerk in the Business Office is responsible for routine clerical work in maintaining and checking financial accounts and records, which involves the application of standardized account keeping practices. The work is performed under general supervision of the Assistant Superintendent for Business, with discretion allowed for the exercise of independent judgment in carrying out details of the work. The incumbent performs related work as required.

MAJOR RESPONSIBILITIES:

1. Maintains account receivable records including billing, monthly reconciliation, and analyzing aging reports.

2. Completes human resource functions including employee status forms, employee time and leave files, worker’s compensation reports, unemployment insurance claims, and other related paperwork.

3. Assists in bi-weekly payroll preparation including a review of payroll data, salary and deduction reports.

4. Transmits payroll taxes and 403B contributions.

5. Prepares and distributes pay checks.

6. Completes health insurance functions that includes reconciling monthly health insurance, dental and vision bills, maintain and update benefit changes for employees, prepares Medicare Part B reimbursements and maintains employee tracking spreadsheet for the Affordable Care Act.

7. Prepares year end compensated absence report and GASB 45 census data.

8. Assists in negotiations (salary projections and health insurance changes).

9. Prepares annual salary notices.

10. Assists with budget preparation including salaries, co-curricular stipends, coaching stipends, analyzing substitutes, and benefits.
11. Compiles, prepares and types data for simple financial and statistical reports.

12. Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy and completeness.

13. Operates a computer, calculator, and other office machines, as necessary.

14. Answer telephone and provide information on routine matters.

REPORTS TO:

Assistant Superintendent for Business

QUALIFICATIONS

1. Working knowledge of modern methods of keeping and reviewing financial accounts and records.

2. Working knowledge of office terminology, procedures and ability to understand and carry out oral and written instructions.

3. Ability to make arithmetic computations rapidly and accurately.

4. Ability to work with peers, co-workers and others with minimal supervision.

5. Ability to organize, prepare and maintain accurate records and files.

6. Good organizational and communication skills.

7. Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in accounting, business or a closely related field preferred; OR a minimum of a high school or possession of a high school equivalency diploma and two years of full time clerical experience which shall have involved maintaining or checking financial records or accounts.