

WAYNE COUNTY SCHOOLS CAREER CENTER  
JOB DESCRIPTION

TITLE: Account Clerk II

JOB SUMMARY: In the performance of these duties, the Account Clerk shall be responsible to the Treasurer and assist with handling the business and accounting procedures of the school district.

QUALIFICATIONS: Minimum of a high school diploma, GED or proof of graduation. Meet proficient or higher standards in keyboarding and general office procedures. Be proficient in the operation of computer software, equipment, email and Internet. High level of expertise in Microsoft Word and Excel is required, as well as hands-on experience with payroll and budgeting software. The individual must have the ability to interact effectively with students, staff and the public. Experience working in a Treasurer's office in a public school district is preferred.

REQUIREMENTS: BCI and FBI criminal records results less than one-year old must be submitted prior to initial employment and as required thereafter.

PERFORMANCE CHARACTERISTICS:

Work independently with minimal direction.

Establish and maintain effective working relationships with co-workers and agencies.

Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.

Act as an ambassador for the Wayne County Joint Vocational School District.

Promote public relations and deal tactfully and diplomatically with people.

GENERAL DUTIES:

1. Operate the copying, duplicating, and other office machines.
2. Prepare communications and correspondence.
3. Prepare materials for meetings.
4. Route materials to appropriate staff members.
5. Prepare documentation and expense forms for professional meetings.
6. Organize and send staff members correspondence.
7. Assist with the opening-of-school and closing-of-school procedures.

## ESSENTIAL DUTIES:

### General Office

1. Serve as the contact person and liaison between the Treasurer and students, teachers, parents, district personnel, staff, and the community.
2. Maintain responsibility for the Treasurer's office in a positive, orderly, cooperative and thorough manner.
3. Perform duties as receptionist for the Treasurer.
4. Schedule appointments for the Treasurer and maintain his/her calendar.
5. Receive calls and relay proper information, and receive and direct mail for the Treasurer.
6. Assist and support Treasurer with job responsibilities as needed.
7. Prepare and maintain efficient filing system for staff records, state reports, and all correspondence for the Treasurer.
8. Inform the Treasurer of any communication that pertains to school personnel or the school operation.
9. Explain business office procedures to internal/external personnel making inquiries.
10. Process and pulldown federal funds from G5 account.

### Accounting Procedures

1. Process requisitions and purchase orders.
2. Establish and follow necessary filing procedures.
3. Follow up on completion of purchase orders.
4. \*Check and process invoices for payment.
5. \*Prepare accounts payable checks and process related data.
6. Process income, including receipts and coding.
7. Make bank deposits.
8. Reconcile bank statements.
9. Process monthly reports

### Payroll Procedures

1. \*Process payroll records such as salary calculations, timesheets, absences, income tax forms, insurance forms, and retirement forms.
2. \*Assist new personnel with completion of payroll forms.
3. \*Make additions and changes to the payroll files prior to preparing the payroll checks.
4. \*Process the payroll checks.
5. \*Initiate and verify the payroll data processing system, including payroll journals, earnings records, deduction ledgers, distribution listing, monthly, quarterly, and annual reports for the Internal Revenue Service, Teachers Retirement System, School Employees Retirement System, Insurance Companies, Credit Union and deduction checks.
6. \*Distribute payroll checks.
7. Prepare employment contracts and salary notifications

#### Student Activity Accounting

1. Process all student activity funds; receipts, disbursements, and all reports as required.
2. Work with student activity advisors and supervisor to confirm expenditures and procedures meet all requirements.

#### Other

1. Perform other duties as requested by the Treasurer.
2. Cover for and assist other Account Clerks as assigned by the Treasurer, therefore cross-training and ongoing professional development will be important.
3. Support and implement Board adopted policies, administrative rules and regulations, safety policies, procedures and programs.
4. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
5. In the implementation of these duties, the Account Clerk may be at risk for exposure to bloodborne pathogens and is subject to the District Bloodborne Pathogen Control Plan.

\* = Cross duties for ACIA & ACIIA