



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Accounting Clerk I		Board Approved: 06/2002; Rev. 06/19/18; Eff. 07/01/18
Position Level: 4 – 6 May be assigned as: 12-months/258 days	FLSA Status: Non-Exempt	Job Code:

GENERAL DESCRIPTION

Perform specialized clerical work involving application of accounting principles to obtain and/or prepare data required for maintaining accurate and current accounting records in accordance with prescribed procedures. Perform clerical and general administrative duties in support of the department. Basic knowledge of accounting is required.

KEY RESPONSIBILITIES

- Process and/or input purchase orders, work orders, IMC requests, etc.
- Perform accounting functions and audit internal accounts which may include preparing related reports, preparing payroll for department, maintaining records of cash transactions, etc.
- Maintain records of expenditures to accounts.
- Develop and/or maintain budgets, prepare budget amendments and prepare various budget reports.
- Enter and maintain data on computer as needed. Maintain PC documents.
- Order, receive, check and distribute purchased items for department. Record amount of items ordered. Review/audit vendor invoices for accuracy, communicating with vendors as necessary to answer questions, verify information, etc.
- Compile data, file and maintain records/inventories.
- May design forms and spreadsheets; type, create and proof correspondence or related documentation. May prepare mailings.
- Perform other duties as assigned by supervisor.

CLASS SPECIFICATION

Position Title: Accounting Clerk I	Job Code:	Position Level: 4-6
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or GED required.
<i>Work Experience:</i>	Minimum of two (2) years related experience and/or educational experience
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on a regular basis. Desired results are clearly defined, however, some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communications:</i>	Requires regular contact within the department and occasional contacts with other departments, outside agencies the general public, supplying or gathering factual information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Planning:</i>	One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.
<i>Job-Related Knowledge and Skills:</i>	Intermediate Skills: Has knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking or charts or records and posting of information to a database/spreadsheet, following instructions. Typing Test (35wpm)
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 4- Entry level requirements and enrollment/action form.
- 5- Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.
- 6- Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.