

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
BARTOW, FLORIDA

Accounting Clerk Senior

MAJOR FUNCTION

Advanced and specialized work in the maintenance of accounting records and reports.

ILLUSTRATIVE DUTIES

Verifies and posts cash receipts and deposits. Processes and maintains records of checks returned due to insufficient funds. Processes weekly deposit reports from lunchrooms. Balances daily and monthly receipts. Reconciles bank statements. Processes check requisitions; verifies invoices and amounts requested.

Processes approved purchase orders. Verifies vendors' statements against invoices. Provides information to school personnel and to vendors regarding the status of purchase orders and invoices. Processes telephone and utility bills for payment. Codes and verifies transfers made within schools. Issues petty cash for principals and athletic departments. Processes maintenance receipts; obtains information for incomplete receipts.

Assigns and records stock numbers and descriptions on new items; codes new stock items for data processing input. Compiles maintenance location sheets. Verifies and corrects completed inventories against Maintenance Inventory card file. Performs records research and prepares data analyses as required. Prepares and maintains files, records, and reports. Performs clerical tasks as required.

Processes new acquisitions. Screens and processes documents. Assigns identification numbers and codes, and records other pertinent information. Codes information for data processing input. Researches and processes discrepancies and replies from property custodians. Maintains and updates school inventory files. Reviews data processing listings for accuracy.

Researches and processes final inventory reports upon completion of physical inventory. Assists property auditors in completing paperwork on physical inventories. Removes property from inventory after Board approval; maintains information files for future reference. Assists property custodians and other school personnel with inventory problems. Distributes preaudit inventory reports to schools.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Some knowledge of bookkeeping and accounting principles and practices. Knowledge of office practices and procedures. Proficiency in the area of computer terminal and other standard office machines. Ability to perform arithmetic calculations with speed and accuracy. Ability to work with numerical data and to maintain attention to detail. Ability to communicate effectively with school personnel and vendors. Ability to maintain accounting files, records and reports.

Training and Experience: Graduation from high school or completion of GED, considerable experience as a bookkeeper or an accounting clerk, or an equivalent combination of training and experience. Data entry experience helpful.