

# ENTERPRISE SCHOOL DISTRICT

## Job Description

**Job Title:** Account Clerk I (Confidential Position)  
**Department:** Business & Personnel Services  
**Reports To:** Assistant Superintendent - Personnel and Director of Business Services  
**Range:** B  
**Prepared By:** Administrative Assistant - Personnel  
**Prepared Date:** July 10, 1998  
**Approved By:** Board of Education  
**Approved Date:**

### SUMMARY

Under the supervision and general direction of the Director of Business Services and Assistant Superintendent of Personnel perform accounts payable, payroll and clerical functions of average difficulty. Account Clerk I will receive work which provides an opportunity to learn the terminology, processes, and equipment of the District Office. Other duties will be assigned which reasonably relate to the above.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Accounting duties include assisting with processing purchase orders and invoices, recapping and balancing reports, calculating totals and subtotals, and other general accounting procedures.

Clerical duties include typing, filing, posting ledgers, miscellaneous billings and payments, operating standard office machines, and other duties that reasonably relate to the above.

**SUPERVISORY RESPONSIBILITIES** None

**QUALIFICATIONS** Must be able to perform general clerical work and make calculations with speed and accuracy. Knowledge of modern office practices, procedures, and machines. Must display a positive, friendly attitude to all contacts. Able to understand and carry out written and oral directions and establish and maintain cooperative working relationships with others. Must also be able to work under stress in a calm manner. Must have a high school diploma or equivalency. AA degree is desirable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one year directly related experience. An AA degree is preferred.

### LANGUAGE SKILLS

Ability to read and interpret instructions, correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively speak and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

### REASONING ABILITY


Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization

exists. Ability to apply common sense understanding and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

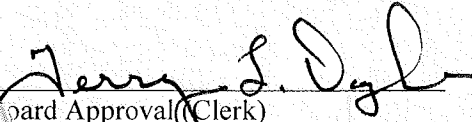
**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  
Assistant Superintendent

7/13/98 Date

  
Board Approval (Clerk)

1-13-99 Date