

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	ACCOUNTING CLERK / CASHIER	REPORTS TO:	Treasurer
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- TRAINING QUALIFICATIONS**
- High school diploma or GED equivalency
 - Pass a series of typing, word processing and grammar tests
 - High level of proficiency and office experience including desktop publishing, editing and Microsoft Office Suite skills, and the district's financial software
 - Experience using and supporting employee information systems and a wide variety of office equipment
 - Business school training or previous experience in accounting
 - Key punch and/or computer experience
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable

- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to specific job functions, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for one's own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions when required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a good attendance record
 - Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL To accurately maintain the financial accounting records of the school district as required by the Board of Education and the State of Ohio

- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS** The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Occasional work that may extend beyond the normal workday
 - Occasional exposure to blood, bodily fluids, and tissue
 - Occasional operation of a vehicle under inclement weather conditions
 - Occasional interaction among unruly children/adults
 - Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 4.32

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Assists the Treasurer in performance of duties by typing routine reports, correspondence, notices, etc.
2. Provides back up for the accounting function
3. Obtains, gathers and organizes pertinent data as needed, and puts it into usable form
4. Reconciles operating account
5. Checks all bank deposits and prepares deposits for all buildings, excluding lunchroom deposits
6. Assists other district office personnel when needed
7. Prepares pay in for deposits, balances each deposit for fees, and prepares all money for pickup and transport to the bank by armed courier. Runs all credit card transactions/swipe and hand key
8. Posts all fees for students using student information management system, including academic and co-curricular fees
9. Maintains all returned checks
10. Runs daily bank report for Assistant Treasurer and food service meal pay
11. Performs other duties as assigned by the treasurer

Daily

1. Prints daily bank report for Assistant Treasurer. Checks for any Positive Pay transactions
2. Prints daily bank report for food service, and reports that information to Food Services
3. Prints daily online banking transaction report from the credit card processing company and provides this report to the Budgetary Clerk, including providing accounting details for receipt posting by the Budgetary Clerk.
4. Posts any academic fees received via mail, phone or personal appearance
5. Posts co-curricular club fees
6. Processes all credit card transactions/swipes and hand keyed transactions
7. Maintains all returned checks for the district including lunchroom deposits. Voids any returned payments in the student information management system. Sends copies of all lunchroom returned checks to food service
8. Signs for any locked money bags from courier each day. Verifies all money and pay-ins. Prepares bank deposit each day for armed security courier

Monthly

1. Reconciles general bank account each month

As Needed

1. Assigns athletic fees in student information management system by season after rosters have been input. Makes any voids or adjustment as needed
2. During the summer months, takes all money to the bank
3. Opens U. S. Mail and interoffice mail and sort by department

TERMS OF EMPLOYMENT	260 contract days
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