

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	BUDGETARY CLERK	REPORTS TO:	Treasurer
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency with course work in accounting and office practice.
- 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.
- Business school training or previous experience in accounting.
- Key punch and/or computer experience.
- Strong communication, organizational and computer skills including the use of Access, Excel and Word and the USAS-USPS systems.
- Ability to work with basic mathematical and computational concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work well with other personnel while maintaining confidentiality and proprietary information.
- 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 your specific job function, 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 aide 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 AND 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 motions, e.g., computer keyboard typing, writing.
- 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. Inputs to computer all transactions necessary to perform business operations, including construction of appropriation measure, revenue estimates, cash journal, etc. on the computer so that entries can be made against same.
2. Processes all purchase orders, receipts and account modifications.
3. Performs monthly, calendar and fiscal year-end processing.
4. Prepares various financial reports as required, including 1099 tax reporting.
5. Obtains, gathers and organizes pertinent data as needed, and puts it into usable form.
6. Assists other district office personnel when needed.
7. Provides support to secretaries, principals and student advisors.
8. Provides backup for account payable and cashier.
9. Performs other duties as assigned by the treasurer.

Daily

1. Enter Pay ins/Receipts in financial accounting system. Assign receipt numbers, print and log Receipt/Audit forms.
2. Process requisitions.
3. Enter and process purchase orders.
4. Monitor fund balances.
5. Establish new vendors as needed.
6. Support/assist all secretaries with requisitions, purchase orders, budget/receipts account questions, etc. and run reports as needed/requested.
7. Enter ProGrowth in database.

Bi-Monthly

1. Make all necessary budgetary adjustments in the district financial system. Run reports and be sure all balance to payroll reports and voucher. Using Brddis process requisitions for Medicare tax, STRS, SERS, Life, Health and Dental.
2. Process and post all payroll-related checks to the Accounting System (e.g., Medicare, STRS, SERS, insurances).
3. Post all state warrants.

Monthly

1. Works with cashier to balance bank accounts.
2. Process all monthly departmental purchase orders.
3. Runs month end reports and balances all accounting ledgers.

Annually

1. Process Account Modifications, Transfers and Advances as necessary.
2. Process purchase orders for district memberships, contracts and administrative memberships.
3. Prepares 1099's.
4. Executes Year End and Fiscal Year End closing procedures.
5. Prepares budget worksheets for buildings and departments.
6. Prepare and process Student Activity Purpose & Budget Statements.

As Needed

1. Assist/provide support to accounts payable when needed.
2. Assist/provide support to cashier for student fee posting.
3. Create new accounts as necessary.
4. Provide requisition training for new staff.

TERMS OF EMPLOYMENT	260 Contract Days
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