



David Douglas School District #40

Classified Job Description

ACCOUNT CLERK II - ACCOUNTS RECEIVABLE CLERK

Schedule: 12 months
Class: 13

POSITION PURPOSE

The Accounting Clerk II provides accounting support for District revenues. Primary daily responsibilities include accounts receivable maintenance, monitoring, billing, collections, banking and accurately accounting for the District's receipts and other sources of revenue.

NATURE AND SCOPE OF RESPONSIBILITIES

- Maintains accounts receivable applications on the District enterprise resource planning (ERP) system, including accurate coding and processing of all payments received, updating accounts receivable, invoicing, and collections.
- Preparation, review and reconciliation of the monthly accounts receivable aging reports.
- Annual close and roll forward of the ERP system accounts receivable module.
- Coordinate District-wide facilities rental and leasing activities including but not limited to scheduling, approvals, billing, and collections.
- Fee collections for the District including extracurricular activities, student tuition, and other District activities.
- Prepare and process journal entries to record district financial transactions.
- Balance and reconcile district accounts (examples: accounts receivable)
- Treasury support in daily banking activities including balance inquiries and positive pay.
- Prepare documents for internal audits and inquiry responses for bookkeeping systems and procedures issues.
- Perform other tasks (which may require knowledge of other business office job descriptions) as may be deemed appropriate by administration.

QUALIFICATIONS

- Associates degree or higher in Accounting, Finance, Business Administration or related field required.
- Three years accounting experience including processing financial transactions, recordkeeping, and preparation of monthly, quarterly and/or annual reports. Knowledge of governmental accounting preferred.
- Intermediate computer skills including ERP systems and PC applications such as Excel, MS Word, 10-key, copier, and other general office equipment/skills. A working knowledge of basic bookkeeping and accounting procedures and the ability to process all data required to produce accurate and timely accounts receivable records and accompanying reports.
- Ability to apply bookkeeping and accounting principles to the maintenance of accounts receivable, fiscal records and statements, and to locate, retrieve, verify, and interpret moderately complex bookkeeping and accounting records
- Ability to maintain the confidentiality of sensitive information related to personnel, district financial, collective bargaining and legal matters.
- Ability to post data and make mathematical computations rapidly and accurately, and to follow oral and written directions with a high degree of accuracy.
- Ability to work independently, prioritizing tasks to meet deadlines, and to work as a team member with department staff.
- Ability to provide excellent customer service and communicate effectively as an accounting professional in this essential role.

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the department. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer, and other office equipment for extended periods of time.

ACCOUNT CLERK II - ACCOUNTS RECEIVABLE CLERK page 2

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.