

L'Anse Area Schools

Accounting Clerk Job Description

Job Goal: The Accounting Clerk is responsible for areas relating to Payroll, Accounts Receivable, Accounts Payable. This position addresses tight deadlines and a multitude of accounting activities as it pertains to the above areas.

I. Qualifications

- A. Associate's Degree or Equivalent preferred or higher in Accounting
- B. Accounting analysis
- C. Detail oriented with good analytical skills
- D. Strong interpersonal and customer service skills required
- E. Ability to multi-task, work under pressure, and meet deadlines
- F. Data entry and accounting experience
- G. Experience with computers and various software programs

II. Status: 11 months, Full-time

III. Compensation and Benefits: \$11.90-\$14.87 per hour

IV. Reports To: Business Manager

V. Performance Responsibilities

- A. Human Resources
 - Employee Entry and Exit Interviews
 - Employee Payroll Paperwork
 - Employee Insurance
 - Set-up Employee Pay Records with proper insurance deduction and benefits
 - Maintain all Insurance Applications
 - Maintains all records for the Affordable Care Act
 - Payroll Support
- B. Accounts Payable and Receivable
 - Proper and timely invoicing
 - Proper and timely processing of Maintenance & Transportation Payables & purchase orders
 - Prepare and reconcile athletic event cash boxes
 - Maintain inventory in school store
 - Receipt vending revenue

- Keep transportation journals up to date
 - Assist Maintenance/Transportation Supervisor with Inventory Spreadsheets
- C. Perform all other duties assigned according to the standards outlined in the adopted Financial Policies and Procedures Manual of the District
- D. Maintain high expectations for self, staff, and district
- E. Contributes to team effort
- F. Cover Jr/Sr High School office during lunch
- G. Regular and reliable attendance is required
- H. Other responsibilities as assigned

VI. Skills and Qualifications

Accounts Payable & Receivable Knowledge, Reporting Skills, Attention to Detail, Deadline-Oriented, Confidential, Time Management, Data Entry Management