# **Leon County Public Schools Classification Specification**

Salary Grade 29

**Summary Information:** 

Classification Title: Senior Account Clerk Date Prepared: 04/2003

FLSA Status: Non-Exempt

### Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures

### **Activity Identification**

| Activity Name |   |   |  |
|---------------|---|---|--|
| 359           | Fixed Assets - Accounting                         | Catalog and account for fixed assets of the school system. Maintain records. Includes analysis, reconciliation, and reporting as necessary.                   |  |
| 081           | Project Administration (Non-Grant)                | Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration. |  |
| 343           | Accounting - General                              | Account for general operating and capital funds. Maintain the general ledger.   |  |
| 340           | Revenue Processing                                | Receive and process payments from federal, state, and local sources. Code for the accounting system.  |  |
| 358           | Inventory - Accounting                            | Maintain inventory records.   |  |
| 481           | Inventory Control Audit                           | Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.   |  |
| 338           | Expenditure Authorization-<br>Departmental Review | Review requests for expenditures to ensure compliance with budget priorities. Analyze requests and supporting justification and make recommendations.         |  |
| 339           | Reimbursement Requests                            | Prepare request for reimbursement on state, federally funded, or other programs.  |  |
| 330 A         | Payroll Reports                                   | Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.                          |  |
| 473           | Purchase Specifications                           | Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.                       |  |
| 478           | Requisitions                                      | Prepare requisitions and submit to purchasing for processing.   |  |
| 322 A         | Budget Monitoring                                 | Monitor expenditure and revenue patterns and adjust the budget, as needed.  |  |
| 608           | Leave Records                                     | Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.   |  |

# **Leon County Public Schools Classification Specification**

| Activity Name (Cont.)                     |                        |  |  |
|---|------------------------|--|--|
| 077                                       | Technical Assistance   | Provide consultation and assistance regarding specific matters within identified area of expertise.  |  |
| 023                                       | Department Records     | Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.  |  |
| 024                                       | Mail                   | Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.  |  |
| 021                                       | Word Processing/Typing | Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.  |  |
| 334                                       | Accounts Payable       | Review invoices for accuracy. Match invoices with packing slips and purchase orders. Enter codes for accounting system. Coordinate with department that initiated the purchase. Answer vendor inquiries about payment. |  |
| 324                                       | Financial Analysis     | Analysis of revenues, expenditures, activity costs, and other financial information outside of budgeting tasks.  |  |
| 999                                       | Assigned Duties        | Perform other duties as assigned.  |  |
| Consul Clariffection Consideration France |                        |  |  |

#### **General Classification Specification Factors:**

**Education/Experience:** A.A. Degree with three years related experience; or

Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience

**Supervisory Responsibility:** Yes

Type of Supervision: Supervision is typically part-time

with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <a href="little-or-no">little-or-no</a> responsibility for controlling costs and enhancing methods

for performing work activity.

Effective Date: 07/01/2003