

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

FISCAL CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in bookkeeping.
- (3) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting and bookkeeping. Knowledge of laws, rules and regulations and District policies controlling budgetary and financial operations. Ability to apply knowledge and skills to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate reports. Ability to understand written and oral communications regarding expenditure of funds under applicable laws. Good basic English and mathematics skills. Ability to utilize computer and appropriate software programs, calculator and other office equipment. Ability to prepare technical reports.

REPORTS TO:

Director, Finance

JOB GOAL

To assist in operation of District business affairs by maintaining accounting records, overseeing expenditure of funds and preparing financial reports in order to provide the maximum services for the available resources.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with the responsibility for the receipt and expenditure of District funds.
- * (2) Assist with preparation of monthly financial reports.
- * (3) Verify budget amendments, input and run budget reports.
- * (4) Reconcile general ledger accounts and verify cash reconciliation to general ledgers.
- * (5) Trace errors and prepare adjustments to correct charges or credits posted to incorrect accounts.
- * (6) Conduct voucher and check audits.
- * (7) Input approved journal entries.
- (8) Assist in special projects and / or grant reimbursement reports.
- * (9) Prepare balances and input SATSY survey data and input remaining financial data for program cost report.
- * (10) Prepare reimbursement billing for designated projects.
- (11) Assist with annual inventory.
- (12) Assist with preparation and distribution of payroll and accounts payable checks.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (14) Ability to work in a constant state of alertness and safe manner.

FISCAL CLERK (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6
Group 5 of the ESP Salary Schedule
DOE Job Code 75093

Revised Board Approval 04/11/2017