

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6021
Pay Grade: D09

FLSA: Non-Exempt

ACCOUNT CLERK

MAJOR FUNCTION:

Performs specialized general and department-specific clerical and accounting duties involving aspects of general accounting, accounts payable/receivable, or a related financial area. Work is performed independently under general supervision and may be reviewed in subsequent operations or through verification of financial records.

DUTIES AND RESPONSIBILITIES:

- Maintains account files for projects, vendors, departments, or individual employees.
- Monitors and audits budget expenditures.
- Maintains files for expenses such as materials purchased, vendor contracts, travel vouchers.
- Ensures paperwork is properly coded to expedite payment and accurately assign expenses.
- Codes monies for deposit and prepares voucher deposits.
- Identifies and researches account or billing discrepancies, calculates adjustments and makes corrections as necessary.
- Compiles and verifies daily cash disbursements.
- Maintains price lists.
- Prepares journal entries and maintains ledgers. May make corrections or notify Accounting of corrections needed.
- Prepares and processes paperwork necessary for billing or payment of invoices.
- Reconciles bank balances.
- Monitors petty cash and processes requests for reimbursement.
- Compiles and prepares reports as scheduled or requested.
- Prepares and audits time cards for Payroll Department.
- May maintain records on overtime, hours worked, accrual/use of time off, and earnings for departmental employees.
- Researches and responds to inquiries from employees, other departments, or outside sources.
- May contact vendors regarding status of orders or resolution of discrepancies.
- May prepare and audit revenue reports, arrears reports, or disbursement reports.
- May write encumbrance and liquidation sheets.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED and three (3) years financial record-keeping experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications.

ISSUED: 2/95 SV; BOARD APPROVED: 8/26/97; REVISED WC: 4/04 LM; REVIEWED & REVISED D&R: 10/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

ACCOUNT CLERK

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				