

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 2, 2014
REVISED: SEPTEMBER 16, 2014
CLOSING DATE: SEPTEMBER 30, 2014

DEPARTMENT: School Superintendent

POSITION: Accounting Clerk

LOCATION: Globe

JOB CODE: 14-065

ANNUAL SALARY: \$21,543.00-\$28,544.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to facilitate accurate accounting fiscal oversight and reconciliation of the use of funds by school districts in accordance with the Uniform System for Financial Records for Arizona School Districts (USFR), state statutes and other established policies and procedures.

This position provides a variety of routine to difficult fiscal tasks related to managing accounts for school districts and the Gila County Education Service Agency (ESA), administrative functions relating to payroll, expenses, accounts receivable/payable, tax accounts, and general ledger posting and review. Further duties include general office support, answering telephones, responding to customer inquiries and providing fingerprinting and notary services.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Processes payroll and expense vouchers for school districts; ensures proper authorization and compliance with USFR; transmits and releases ACH for other agencies; reconciles fund balances, accounts payable and grant accounting.	40%
• Maintains files of documents submitted by school districts as required, i.e. budgets/revisions, Annual Financial Reports, payroll and expense vouchers, teacher/administrator certification verification.	10%
• Processes accounts receivable and accounts payable for the ESA; prepares and processes purchase orders and expense vouchers; ensures accuracy in coding; obtains necessary approvals; maintains tracking records and backup files.	20%
• Maintains a variety of financial and budgetary records for specified grants and activities; issues payments and reimbursements in accordance with contracts / IGA's.	10%
• Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required, researches as needed.	10%
• Answers incoming telephone calls; provides customer service in person or via telephone or email; responds to general inquiries, provides notary and fingerprinting services to public.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides clerical support in preparing the School District's annual budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

This position responds to inquiries from customers and the public, including School District personnel via telephone, email and in-person.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails and other documents needed to fulfill responsibilities.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, School District personnel, the general public, vendors, regulatory bodies and other groups and/or individuals and Institutions over the telephone, by email and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with Technical Training

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year experience related to accounting, bookkeeping, or financial recordkeeping; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona Driver's License; Notary Public License

KNOWLEDGE REQUIRED

Clerical, accounting, payroll, accounts payable, mathematics.

SKILLS REQUIRED

Active learning, active listening, analytical thinking, communicating diplomatically, problem solving, customer service, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Read and write minimum high school level, perform mathematical operations, focus, multi-task, speak clearly and sensibly.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Constantly sits to complete reports, operate computers and to attend to other duties.
- May be required to lift work related materials, equipment, tools and/or gears up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to bend; occasionally stoop, occasionally kneel and twist.

WORK ENVIRONMENT

This position generally works in an office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may be exposed to telephone or in-person verbal abuse by customers, general public, or individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, and loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.