



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Accounting Clerk II – Accounts Payable		<b>Board Approved:</b> 05/07/96 Rev. 06/19/18; Eff. 07/01/18
<b>Position Level:</b> 8 – 10 <b>May be assigned as:</b> 12-months	<b>FLSA Status:</b> Non-Exempt	<b>Job Code:</b>

### GENERAL DESCRIPTION

This position is an experienced bookkeeping position at the district level requiring specialized clerical and bookkeeping work, and an understanding of the inter-relationship between data processing reports and the overall accounting system.

### KEY RESPONSIBILITIES

- To assist Senior Accounting Clerks with the fiscal accounting and reporting of assigned budgetary funds and maintain related files.
- To assist with accounts payable checks processing.
- To be responsible for coding all input data for the assigned budgetary funds, other than payroll and general ledger, into data processing.
- To assist in investigating and correcting any accuracy problems in the monthly appropriations and expenditures report.
- To perform other work-related duties as assigned by the Supervisor.

**CLASS SPECIFICATION**

<b>Position Title:</b> Accounting Clerk II – Accounts Payable	<b>Job Code:</b>	<b>Position Level:</b> 8-10
---------------------------------------------------------------	------------------	-----------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	High School Diploma or GED required.
<i>Work Experience:</i>	Minimum of one (1) year related experience, and/or Education Equivalency.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an “as needed” basis to establish general objectives to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<i>Communications:</i>	Requires regular internal and external contact to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications. <b>Typing Test (35wpm)</b>
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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

- 8- Entry level requirements and enrollment/action form.
- 9- Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.
- 10- Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor’s recommendation.