



**Job Title:** Accounting-Receptionist/Data Entry Clerk

**Wage/Hour Status:** Non-Exempt

**Reports To:** Exec. Director - Finance

**Pay Grade:** Clerical Paraprofessional - 5

**Dept./School:** Accounting/Payroll Services

**Revised:**

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**Primary Purpose:** The role of the data entry clerk/receptionist is to greet individuals coming to the accounting and payroll departments and to perform data entry for the accounting department.

### **PROFESSIONAL QUALIFICATIONS:**

**Education/Certification:** High school diploma or equivalency

**Special Knowledge/Skills:** Ability to use computer and software  
Proficient keyboarding, file maintenance and 10-key  
Ability to meet established deadlines

**Experience:** 2 years data entry experience

### **PERFORMANCE RESPONSIBILITIES:**

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

#### **General:**

- Open and distribute mail.
- Receive and receipt all incoming cash and checks.
- Count and enter cash receipts in accounting database for deposit on Monday and Thursday of each week.
- Post deposits for athletics, adult education, food service, bank wires, etc.
- Enter budget amendments and journal entries.
- Send telephone and cell phone billings to employees for reimbursement for personal calls. Collect and post reimbursements.
- Send W-9 letters to new vendors and process the returned forms.
- Mail travel and manual accounts payable checks.
- File check copies for accounts payable and travel.



**Other:**

- Receptionist responsibilities for the Accounting/Payroll Department.
- Maintain confidentiality.
- Perform other duties as assigned

**SUPERVISORY RESPONSIBILITIES:** None

**WORKING CONDITIONS:**

**TOOLS & EQUIPMENT:** Computer, printer, calculator, and copier

**MENTAL DEMANDS:** Work with frequent interruptions  
Maintain emotional control  
Work in close proximity of personnel

**PHYSICAL DEMANDS:** Sit for extended period of time  
Repetitive hand motions  
Hear well  
Speak clearly  
Good visual acuity

**ENVIRONMENTAL FACTORS:** Exposure to communicable diseases

**Wage/Hour Status:** Non-Exempt

**Pay Grade:** Clerical Paraprofessional - 5

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_