



Para-Professional -Job Description

Job Title: Clerk III - (Campus Clerk)

Pay Grade: SA 03

Min \$17,623/Mid \$23,038/Max \$28,454

Reports To: Principal

FLSA Status: Non-Exempt

Dept./School: Campus assigned

Minimum Duty Days: 187 days

Primary Purpose:

To facilitate the implementation of Business functions and maintain various documents related to Bilingual Budgeting, Procurement, PEIMS, Work Orders, Safety, and others.

Minimum Requirements:

- High School Diploma or GED
- Twelve semester credit hours from an accredited institution (three semester credit hours must be in bookkeeping, accounting, or relevant coursework)
- One year of experience in accounting, bookkeeping, computer systems, and or in a general office environment
- Experience in basic Microsoft Office Software (Word, Excel, PowerPoint, Outlook, Etc.)

Special Knowledge/Skills:

- Proficient in Word, Excel or other word processing and spreadsheet software
- Proficient in the use of the internet
- Knowledge of accounting terms
- Knowledge of PEIMS terms
- Knowledge of student activity manual
- Knowledge of District Budget Guidelines

Major Responsibilities and Duties:

Purchasing of products, services and payroll duties

1. Key punch all requisitions for all funds.
2. Coordinate the matching of invoices to P.O. and coordinate with Accounts Payable.
3. Run and distribute financial reports to teachers and school administration from the SAGE or Budget System as needed from Principal and teachers.
4. Coordinate the matching of hours in the monthly Payroll Edit Report and extra duty pay. This includes the time clock hours, requests for payroll, and maintenance of time card system.
5. Assist in keypunching budget requests for all funding sources.

Cashier Duties

6. Responsible for all cash receipts and deposits.
7. Responsible for the preparation of monthly bank reconciliation.

Bilingual and At Risk Duties

8. Performs such other duties as may be assigned.

Supervisory Responsibility:

None

Equipment Used:

Copier, personal computer, scanner, typewriter

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date