



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK REVENUE
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8056
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for processing all revenue received by the District, preparing necessary invoices, cash receipts, daily bank deposits, and conducting an intensive follow-up on outstanding accounts receivables. Requires general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares daily deposits for all bank accounts and maintains a daily receipts log

Matches invoices with payments, and prepares request to invoice forms as necessary

Prepares invoices and cash receipts using a computer , maintains necessary accounting controls, and distributes invoices/cash receipts as necessary

Prepares and mails monthly statements for outstanding accounts receivables and provides necessary follow-up on overdue accounts receivables

Maintains fund-to-date ledger on all 91 and 94 codes for federal programs accounts

Writes necessary checks to reimburse the General Fund from the various federal program bank accounts

Reconciles bond interest and redemption bank accounts

Files all General Fund and Special Voted Building Fund checks

Prepares necessary documents for building rentals and tuition payments

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of clerical experience

Ability to maintain accurate accounting records and controls

Word processing/transcription skills

Good mathematical ability

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in using a computer terminal

Two (2) years of bookkeeping experience or training

Experience in a diverse workplace