



REVISED:  
07/01/2015

JOB TITLE:	REVENUE CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
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 and cash receipts, preparing 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 terminal, 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
- 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 clerical experience
- Ability to maintain accurate accounting records and controls
- Typing/transcription skills
- Good mathematical ability
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience in using a computer terminal
- Two (2) years bookkeeping experience or training