



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

JOB TITLE:	CLERK REVENUE
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, 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