

POSITION DESCRIPTION

Finance Clerical

SECTION I: GENERAL INFORMATION

Position Title: Finance Clerical	Department: Business Services
Immediate Supervisor's Position Title: Finance Manager	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under limited supervision, The Finance Clerical provides essential administrative and specialized financial support, playing a pivotal role in the district's fiscal health. This is not a traditional administrative role; it requires advanced operational leadership, meticulous management of complex financial lifecycles, and a deep understanding of federal and state regulatory compliance. The team's structure is built on specialization. Each member is specifically hired and trained for a core function: Accounts Payable (AP), Accounts Receivable (AR), or Purchasing. This ensures expertise in each area. The role of Executive Assistant is to support these specialized functions by demanding a high degree of accuracy and analytical ability, exercising independent problem-solving, and serving as a key liaison with internal departments and external partners to ensure the integrity and timely processing of all financial transactions.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages Accounts Receivable (A/R) processes, including creating and sending out billing statements, recording journal entries, and processing payments for the District.
2.	Processes and reconciles daily deposits, by printing bank activity, matching deposits, and accurately entering all transactions into the financial system (e.g., Skyward), including monitoring for fraud alerts.
3.	Executes Accounts Payable (A/P) operations, receiving, verifying accuracy, obtaining approvals, and processing vendor invoices in a timely manner, including scanning to financial software.
4.	Reconciles complex vendor invoices, splitting amounts across departments/budget codes, resolving discrepancies, and addressing past-due bills or credit balances.
5.	Processes weekly check runs, verifying payment accuracy and remittance, preparing checks for printing, and initiating check voids and reissues.
6.	Administers purchasing procedures, overseeing site purchasing, meeting with vendor representatives, reviewing quotes for tax exemption, ensuring complete product descriptions, and assigning budget codes for tracking.
7.	Manages purchase orders (P.O.s) activities, including sending P.O.s to vendors, facilitating shipments to sites, and managing annual blanket P.O.s, ensuring alignment with district policies.
8.	Maintains accurate financial records and reconciliations, performing monthly bank statement reconciliations, verifying aging reports, processing monthly credit card invoices, and managing cash receipts.
9.	Ensures financial compliance and reporting, verifying 1099 data, setting up 1099s, applying in-depth UFARS knowledge to daily tasks, and pulling invoices for auditors.

10.	Provides support for staff financial needs, processing refunds and reimbursements, assisting with air travel and state travel agent coordination, and managing pre-approval forms.
11.	Collaborates and communicates extensively with building/department clerical staff, principals, coordinators, and other staff daily to answer questions, resolve problems, and explain financial policies and procedures.
12.	Manages vendor relationships, receiving and responding to inquiries, concerns, complaints, and requests for assistance from vendors in a professional and courteous manner.
13.	Assists with training and professional development, hosting informational sessions for other clericals, and training new office/clerical staff on A/R and A/P procedures.
14.	Attends staff meetings, trainings, seminars, and workshops to enhance job knowledge and skills.
15.	Performs general office and administrative tasks, including establishing and maintaining files, copying, filing, faxing, emails, answering telephones, and assisting with special projects as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:

X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum six (6) years of progressively responsible experience in finance, accounting, or executive-level administrative support, demonstrating a strong understanding of financial operations., OR a combination of education and experience totaling seven (7) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Associate's or Bachelor's degree in Business, Accounting, Finance, or a related field is preferred.
- Experience in school finance preferred.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- In-depth knowledge of district financial policies, accounting standards, and internal controls.
- Thorough understanding of federal, state, and local financial regulations and compliance (e.g., UFARS, 1099s, audit guidelines).
- Advanced customer service principles and professional etiquette in financial interactions.
- Expertise in modern financial office administration and organizational best practices.
- Advanced proficiency in enterprise financial software (e.g., Skyward, Frontline) and Microsoft Excel for complex data analysis.
- Mastery of complex digital and physical financial record-keeping and audit readiness.
- Comprehensive understanding of GAAP, including A/R, A/P, purchasing, and basic payroll principles.
- Knowledge of audit preparation processes.

Skills

- Exceptional organizational and time management skills for high-volume, deadline-driven financial workloads.
- Superior verbal and written communication skills to articulate complex financial information clearly.
- Absolute discretion and strict confidentiality with sensitive financial data.
- Proficient operation of office equipment essential for financial processing.
- Skill in designing and maintaining robust financial filing and record management systems.
- Adept at interpreting, applying, and ensuring strict adherence to complex financial policies and regulations.
- Strong judgment and analytical skills to resolve complex financial discrepancies and sensitive issues proactively.
- Advanced data analysis and reconciliation skills using spreadsheets for financial validation and reporting.
- Proactive problem-solving skills to anticipate and mitigate operational challenges.

Abilities

- Foster collaborative relationships with staff, vendors, and external partners.
- Work independently with minimal supervision, demonstrating initiative and efficiency under pressure.
- Independently identify, analyze, and resolve complex financial and administrative problems.
- Uphold the highest level of confidentiality and ethical standards.
- Meticulously classify, record, retrieve, and verify large volumes of financial data.
- Leverage advanced financial software features to optimize workflows and generate reports.
- Apply strong mathematical aptitude for complex financial calculations and data validation.
- Contribute to developing and refining financial procedures and internal controls.
- Train and guide other clerical staff on financial procedures and systems.
- Adapt and remain flexible amidst evolving regulations, software, and priorities.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated: 10/2025

Reviewed/updated: