

TITLE: Accounting Clerk - Purchasing/Inventory/General Ledger

QUALIFICATIONS:

1. High school diploma or higher.
2. Three (3) or more year's successful experience in business administration.
3. Demonstrated proficiency in oral and written communication skills.

REPORTS TO: Chief Financial Officer

JOB GOAL: Assists in the administration of the system's business affairs.

ESSENTIAL FUNCTIONS:

1. Evaluates, prepares and distributes purchase orders for all programs.
2. Verify general ledger accounts before processing orders and coordinate any discrepancies with appropriate department.
3. Reconciles monthly purchase order reports to ledger.
4. Maintains electronic purchasing system including recording and routing.
5. Assist Accounting Supervisor with set up and monitoring online payment vendors.
6. Works with Accounts Payable on clearing up purchase orders, credit cards and other issues pertaining to purchasing.
7. Assist with bid openings, tabulations and analysis.
8. Maintains a complete and systematic set of records for all inventory, assets, and surplus equipment including transfer and/or disposals.
9. Responsible for inventory control including annual audit.
10. Communicates and monitors school level inventory and asset procedures.
11. Reconciles capital outlay expenditures to general ledger inventory control accounts.
12. Maintains inventory records and ensures all inventory is properly barcoded.
13. Prepare and maintain correspondence, reports, statements and other written materials as may be required from other data sources.
14. Input Budgets and Budget Amendments to general ledger for all accounts.
15. Assist with monitoring General Ledger accounts for all program budgets.
16. Send Program Administrators monthly budgets.
17. Prepare Monthly and Yearly reporting in E-gap(ES-2,Budgets)
18. Prepare Monthly Indirect Cost.
19. Enter and post necessary journal entries.
20. Scan all documents required for electronic access and auditing purposes.
21. Maintain Medicaid reporting.
22. Maintains appropriate confidentiality regarding school/workplace matters.
23. Works and assist Accounting Supervisor with duties.
24. Assists Chief Financial Officer as directed.
25. Performs other related duties as assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

