

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Accounting Clerk I

JOB CODE 4890

DEPARTMENT: As Assigned

PAY GRADE: 17 (UO)

DATE: 12/25/2009

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### **BASIC OBJECTIVES**

This is entry level clerical accounting work in the processing and management of financial and accounting information, transactions and records. The work normally involves responsibility for more routine tasks and problems but the employee may be assigned more difficult tasks as experience and job knowledge is required.

### **JOB TASKS/RESPONSIBILITIES**

1. Performs a variety of routine clerical/accounting tasks as assigned in accordance with the major function of the work unit to which assigned.
2. Receives, reviews, records and routes all incoming documents; sorts invoices, statements, and purchase orders.
3. Receives reports and other accounting/financial documents and attaches same to the appropriate purchase requisition, P.O. or voucher.
4. Reviews invoices to ascertain the accuracy and appropriateness of expenditure.
5. Maintains various summary listings and verifies the accuracy of arithmetic computations.
6. Maintains selected school accounting/financial records and posts simple entries to ledgers.
7. Uses remote computer terminals to access accounting/financial information to respond to inquiries pertaining to same.
8. Conducts simple research to respond to inquiries or facilitate to work others.
9. Answers telephone, prepares form letters and other documents requiring limited telephone skills.
10. Performs other related work as required or as assigned.

## **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: bending, stooping, kneeling, crouching, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 03/25/88, 10/05/94, 01/29/01  
12/25/2009 = paygrade 16 to 17