

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Accounting Clerk

Board approved June 18, 2012

QUALIFICATIONS:

1. High School graduate; additional schooling preferable
2. Experience in general bookkeeping procedures
3. Typing and computer skills
4. Diplomatic, congenial manner; well groomed appearance
5. Other qualifications as outlined in job announcement

SUPERVISES: Student helpers and office aides

REPORTS TO: School Principal or designee

JOB GOAL:

To help administer the fiscal affairs of the school correctly, efficiently, expeditiously and to the ultimate benefit of each student enrolled

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Receive, count, deposit receipts and issue all money generated in student and school activities
2. Post, balance, reconcile, and report disposition of funds to supervisor and activity sponsors
3. Prepare requisitions for routine school acquisitions as directed
4. Maintain records of all monetary transactions as that such funds may be audited at any time
5. Answer telephone; take and receive messages; run errands and assist with special projects as requested.
6. Assist in school office routines as requested
7. Work with vendors and club sponsors on fund raising projects
8. Perform other duties as assigned

TERMS OF EMPLOYMENT:

- Middle School: 195 Days
- Sr. High School: 235 Days

EVALUATION:

Annually by Supervisor

