

Wachusett Regional School District

CLERICAL STAFF

JOB DESCRIPTION

TITLE:

Accounting Secretary

QUALIFICATIONS:

The Accounting Secretary shall be a high school graduate, be highly qualified in use of spreadsheets, basic accounting principals, and be able to use computer financial management systems. The Accounting Secretary must be mature and discreet and be able to meet people and handle sensitive material. The Accounting Secretary shall have three years of successful office experience with progressively more important responsibilities in payroll or general accounting systems. The Accounting Secretary shall be computer literate with experience using both a PC and a main frame computer system. The Accounting Secretary shall demonstrate a basic understanding of double-entry accrual accounting techniques and procedures in the performance or supervision off the maintenance and verification of payroll and financial accounts and the compilation of accounting data within a prescribed double-entry accounting system.

REPORTS TO:

Designated Member of the Administrative Staff

PERFORMANCE EVALUATION:

The Accounting Secretary shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Accounting Secretary is a member of the clerical staff and as such is responsible to provide clerical support to the administrative staff, to create and maintain financial records for payroll, purchasing, and/or accounts payable operations.

In carrying out these responsibilities, the Accounting Secretary shall:

1. Process invoices or payrolls for payment, checking;
2. Prepare and maintain financial records for the district, including general ledger, revenue and expense ledgers, bank accounts, and other general account records both computerized and hard copy;
3. Prepare related routine and special reports as required or requested;
4. Assist in cash flow estimates, audit documents and reports for projects funded by state, federal, or other funding sources;
5. Prepare and maintain payroll records including the computation and verification of paid leave, overtime, withholding, deductions, retirement, insurance, as well as making deposits and the distribution of checks, vouchers, or cash to employees;
6. Reconcile accounts and bank statements;
7. Make accounting adjustments, such as journal entries, when requested or required;
8. Perform purchasing duties for the district, as assigned, to include scheduling and recording payments and encumbrances;
9. Maintain computerized accounting records and make changes such as adding new accounts to the chart of accounts as directed, and utilize personal computers in the record-keeping and resolution of accounts and payroll records;
10. Prepare various monthly and annual reports and special periodic reports for budget managers and administrators, grant reporting, account resolution, W-2s and others;
11. Enroll employees in benefit and retirement programs and assist with the resolution of problems when assigned;

12. Assist auditors with periodic audit of records and accounts; and
13. Perform any other related duties or assignment as directed by his/her supervisor.

4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97