



**Grade 109**

## **SCHOOL ACCOUNTING CLERK II EARLY CHILDHOOD LEARNING PROGRAMS**

### **CHARACTERISTICS OF THE CLASS**

Under the supervision of the Principal receives, accumulates, and maintains a variety of financial data to provide current and accurate information to school administration, including that of funds generated within the school and funds budgeted by the Early Childhood Learning Program and the City.

### **ACCOUNTABILITY PROCEDURES**

The Principal will assess the effectiveness of the School Accounting Clerk II annually with respect to the performance of specific responsibilities on an approved City of Pembroke Pines Employee Appraisal Performance Form.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Receives, counts, records, and deposits, all monies collected from parents for tuition, lunches, field trips, t-shirts, book fairs, etc.; records financial activities regarding budgeted funds.
2. Monitors and orders inventory as needed, prepares check payment requests, reviews all bills for payment, verifies that all materials ordered are accounted for.
3. Compiles, types, files, and maintains forms, summaries, reports, and records as necessary to ensure up-to-date accountability. Prepares change of status forms.
4. Processes payroll for the preschool employees, i.e., calculating hours, and hand delivers all checks to employees.
5. Serves as liaison to public services such as work orders, ordering of janitorial supplies.
6. Reviews all financial matters through Smart Pines.
7. Interacts effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.

8. Operates standard office equipment such as calculator, check scanner, word processor, photocopier, etc. Has advanced knowledge of software developed specifically for early childhood programs; i.e., ProCare System – family data, family accounting, tuition express, keyless entry.
9. Participates successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.
10. Reviews current developments, literature, and technical sources of information related to job responsibility.
11. Ensures adherence to good safety procedures.
12. Performs other duties as assigned by the Principal.
13. Follows federal and state laws, as well as established policies.

## **REQUIREMENTS**

### **A. Training and Experience.**

Education – Standard high school diploma or satisfactory completion of a General Educational Development (GED) Testing Program, which has provided a working knowledge of data processing equipment.

Experience – Three (3) years of related work experience. Work experience should have provided an ability to perform diversified duties. Ability to use judgment to determine the action to be taken.

Special Qualifications – Knowledge of business practices, bookkeeping theory, and routine typing skills. Must be computer literate.

The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job