

Job Title:	Accounting Clerk IT	Wage/Hour Status:	Hourly
Reports to:	Chief Information Officer	Pay Grade:	306
Dept/School:	Information Technology	Date Revised:	August 30, 2021

Primary Purpose

Work under the supervision of the department head to process purchase orders, monitor spending, and reconcile of the Information Technology allocated bond funds.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge in reconciling accounts
- Knowledge of computers and software applications

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Handle financial correspondence for Information Technology Bond budgeted funds.
2. Maintain up-to-date records of Information Technology Bond budgeted funds.
3. Maintain accurate record of financial documents related to Information Technology Bond budgeted funds.
4. Maintain an accurate record of inventories for purchases made with Information Technology Bond budgeted funds.
5. Maintain and follow a current standard operating procedures manual for Information Technology Bond budgeted funds.
6. Generate and verify requisitions for expenditure approval of Information Technology Bond budgeted funds.
7. Coordinate the financial aspects of Information Technology Bond budgeted funds.
8. Provide monthly reports on Information Technology Bond budgeted funds.
9. Use judgment and discretion in planning work details.
10. Maintain optimal level of accuracy for assigned work to ensure compliance with state laws and established policies and procedures.
11. Perform other duties as assigned by supervisor.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions. Occasional and irregular hours. Prolonged use of computer, repetitive hand motions.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

Note: Employment is contingent upon on availability of Bond funds

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.