

Job Title:	Accounting Clerk, CTE	Wage/Hour Status:	Hourly
Reports to:	Director CTE	Pay Grade:	306
Dept/School:	CTE	Date Revised:	January 13, 2020

Primary Purpose

Create, enter, and maintain all CTE budget account spreadsheets. Enter CTE budget, follow state and federal guidelines for CTE expenditures, and maintain CTE Title I, Carl D. Perkins Grant and local project/activity records. Assist department staff members by answering phones, directing messages, typing, filing, and processing CTE reports.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Passing score on District's clerical test
- Ability to operate a adding machine, calculator and computer
- Knowledge of computer technology and data entry/processing
- Excellent organization, communication, public relations and interpersonal skills
- Knowledge of general accounting principles
- General knowledge of Excel, Word, and the AS400

Experience

Three (3 years related experience

Major Responsibilities and Duties

1. Post all Title I Part C Carl D Perkins and local PIC 22 CTE monetary transactions into budget spreadsheets.
2. Use judgment and experience in making proper budget assignments, allocations, and expenditures.
3. Maintain responsibility for the accuracy of the budget records.
4. Maintain responsibility for meeting scheduled deadlines, and/or budget deadlines.
5. Work under the direct supervision of the CTE Director and CTE Facilitators.
6. Receive and record orders for supplies, equipment, and services.
7. Prepare, issue, and distribute receipts, bills, statements and checks.
8. Prepare and enter Requests for Purchase Orders (RPO), Miscellaneous Pay forms, and out-of-district invoices.
9. Use judgment and discretion in planning work details.
10. Work independently receiving a minimum of detailed supervision and guidance.
11. Tabulate and post statistical or numerical data to records.
12. Open, and route incoming mail and answer routine correspondence.
13. Take and maintain stock inventory.
14. Assist in preparation of payroll.
15. Maintain optimal level of accuracy for assigned work to ensure compliance with established local, state, and federal guidelines.

Supervisory Responsibilities

None

Equipment Used

Personal computers, printer, fax machine, copier, typewriter, adding machine and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, and work with frequent interruptions, repetitive hand motions and prolonged use of the computer.

Terms of Employment

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

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: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.