

Butte Central Catholic Schools

Title	Accounting Clerk/Accounts Payable & Accounts Receivable Coordinator
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General Statement of Duties

Manages the accounts payable process, assists with payroll functions, and performs other school accounting/clerk duties as assigned. Assists in reviewing claims to assure proper accounting codes, and reviews for compliance with GASB, GAAP, and accounting policies. Completes budget transfers and general journal entries to facilitate the accounts payable and payroll process.

Distinguishing Features of the Class

This position is responsible for reviewing payment requests to assure the Administrators and Departments that they record the transactions in accordance with general accepted accounting principles; and that the procurement procedures adopted by Butte Central Schools are adhered too. The work is performed under the direct supervision of the **Chief Financial Officer**, but leeway is granted for the exercise of independent initiative and judgement. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with Administrators, department heads, School Board, and other accounting personnel within the school, foundation, and Diocese of Helena.

Examples of Essential Work (Illustrative Only)

Accounts Payable

- Processes vendor payments in accordance with the procurement policies and the accounts payable process
- Maintains forms and other necessary documents.
- Calculates discounts, verifies for proper accounting and procurement policies, checks amount, and assures all approval processes have been completed.
- Prepares expenditure reports upon request.
- Assist Administrators and Departments with questions with respect to proper line-item coding, preparation of budget transfers, and miscellaneous accounting and budget questions.
- Assists the Chief Financial Officer with uploading credit cards, EFT, and ACH transactions.
- Maintains and updates the vendor files including managing W-9 forms.
- Investigates and reconciles vendor statements with payments.
- Confers with and answers questions from vendors; distributes payment report to vendors upon request.
- Reviews and verifies the accuracy of transactions and accounting classifications assigned to various records.
- Ensures compliance with department policies and procedures.

- Prepares periodic financial reports and related correspondence, collecting and summarizing information, and establishing and maintaining follow-up systems as required; reports include budget to actual reports; line-item history inquiry; vendor history inquiry, etc.
- Attends meetings, conferences, and workshops as requested and authorized.
- Performs related work accounting work as required.

Accounts Receivable

- Invoices Agencies and Individuals on a monthly or as needed basis.
- Reconciles accounts receivables and follows up on outstanding amounts.

Miscellaneous Accounting

- Prepares and tracks deposits as needed.
- Assists Chief Financial Officer with monthly reconciliations including banking, accounts receivable and accounts payable.

Required Knowledge, Skills, and Abilities

- Requires general knowledge and bookkeeping skills.
- Knowledge of office terminology, procedures, and equipment.
- Knowledge of the generally accepted accounting principles (GAAP) and other applicable accounting standards
- Knowledge of financial office procedures and practices.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to independently solve problems within assigned areas of responsibility.
- Ability to manage confidential financial information with tact and discretion.
- Ability to establish and maintain effective working relationships with other employees, Administrators, and School Board.
- Ability to communicate well with supervisors and other staff members, both orally and in writing, using both technical and non-technical language
- Ability to prepare accurate and reliable accounting reports.
- Ability to operate a personal computer using standard word processing, spreadsheet, and database applications.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a variety of clerical tasks with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ingenuity and inventiveness in the performance of assigned tasks.
- Tact, patience, and courtesy.

Acceptable Experience and Training

- Minimum of graduate from an accredited two-year college or university with an associate degree in Business Administration; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work Experience in accounts payable, accounts receivable, treasury management or related accounting functions.
- Use of QuickBooks preferred, but experience with software is a plus.