ACCOUNTING CLERK

QUALIFICATIONS:

I. **Education/Certification**: Associates degree or certificate program in accounting or relevant experience. Holds a valid State of Maine Criminal History Records Check Approval.

II. **Special Knowledge/Skills**:

   I. Experience in computerized accounting systems, spreadsheets and word processing.

   II. Ability to understand financial accounting issues.

   III. Ability to work independently with a high degree of accuracy and organization.

   IV. Must be team oriented with excellent interpersonal and communication skills.

   V. Must be willing to participate in ongoing in-service training as requested.

   VI. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

III. **Experience**: Demonstrated aptitude or competence for successful fulfillment of assigned responsibilities.

REPORTS TO:

School Department Business Manager and Town Finance Director.

JOB GOAL:

To assist in maintaining accurate financial records for the Town of Cape Elizabeth.

PERFORMANCE RESPONSIBILITIES:

This position will have primary responsibilities for maintaining security, compliance, accountability, and operational efficiency within our organization's financial processes, including but not limited to the following:

I. Overseeing financial transactions with vendors, contractors and suppliers. This may involve processing invoices, managing payment schedules, and verifying accuracy of financial transactions.

II. Assisting with improving processes for credit card transactions, and utility payments. This will include monthly maintenance of these operations.

III. Assisting with technology needs related to the Enterprise ERP financial software. This will include assisting employees with technology issues and training.

IV. Assisting with ensuring compliance with grant requirements, accurate reporting, and proper allocation of funds.

V. Other reconciliations as needed or assigned.

PREPARES REPORTS, INCLUDING BUT NOT LIMITED TO:

I. Monthly credit card expense reports.

II. Monthly utility expense reports.

III. Grant reports.

IV. Audit reports which includes, but is not limited to preparing draft reports, compiling requested samples, tracking questions on exceptions received by the auditors.

EQUIPMENT USED:

Computer, printer, calculator, telephone, copy machine, fax machine, and other general office equipment.

WORKING CONDITIONS:

Mental demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing. Physical demands: sitting, standing, climbing stairs, lifting (up to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating office equipment. Environmental conditions: inside, working around moving objects, working alone, willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and a “team approach” in order to meet the needs of the office.

TERMS OF EMPLOYMENT:

I. Eight (8) hours per day/260 days per year.

II. Compensation in accordance with recommendations established by the business manager.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The business manager will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

February 13, 2024

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