



Clarkdale-Jerome Elementary School District #3
1615 Main Street
Clarkdale, Arizona 86324
Phone (928) 634-5035 – Fax (928) 639-0917
“Every Student, Every Day, Preparing for Tomorrow”

Payroll/Account Payables Clerk

SUMMARY: Oversees payroll procedures to ensure accuracy in processing and adherence to generally accepted payroll standards. Is charged with all purchasing procedures including the monitoring of various account balances. Works with employees to order equipment and supplies among other varied responsibilities.

ESSENTIAL ROLES & RESPONSIBILITIES:

- Set up annual payroll in Visions software
- Set up Pay periods/Pay calendars/generate
- Enter Salary/hourly information per employee; break down by fund per spreadsheet provided by Business Manager
- Enter/update employee benefits/deductions/direct deposit
- Print reports for each payroll period for processing and verify teacher absences
- Monitor electronic clock system daily to ensure all employees have clocked in and out
- Print timesheets on weekly, obtain employee signatures, calculate compensatory time
- Enter hours, employee leaves, update employee deductions as needed.
- Review and monitor fund balances
- Process payroll on a biweekly basis, print payroll reports including AZ State Retirement System (ASRS)
- Obtain Administrative and School Board signatures for submission to the Yavapai County ESA
- Enter Direct Deposit and ASRS on websites
- Complete monthly and biannual Time & Effort Logs for staff signatures.
- Guide staff in procedures for purchasing when needed and research vendors for products and pricing.
- Process requisitions and create purchase orders from signed requisitions, assign account codes when applicable and review available budget balances
- Place orders as needed and follow-up when applicable
- Review invoices against purchase orders to prepare for payment
- Develop accounts payable processing schedule
- Process invoices to vouchers and process vouchers
- Take deposits to the bank daily as needed for all accounts.
- Maintain account balances for Special School, Auxiliary and Teacher Gift Funds
- Create monthly financial reports for board approval (Special School, Auxiliary and Teacher Gift Funds)
- Ask as Student Activities Treasure
- Tabulate and issue checks for Special School, Auxiliary and Teacher Gift Funds
- Process all Free/Reduced Meal applications and notify parents of qualification
- Run daily, monthly and yearly meal reports
- Distribute weekly lunch balance reminders to teachers and Food Service Manager
- Process daily lunch sales report for deposit
- Breakfast/Lunch cashier backup as needed
- Answer phones and cover front desk as needed
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing
- Ability to do detailed mathematical computations
- Ability to work effectively in various data base systems
- Ability to maintain confidentiality
- Produce accurate work and complete assignments with minimal supervision.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members
- Knowledge of applicable Federal and State laws, district procedures and Board policies
- Ability to handle confrontation with professionalism

QUALIFICATIONS & REQUIREMENTS:

- High School diploma or equivalent
- 2-3 years previous payroll/accounting experience preferred
- Experience with automated systems preferred
- Any equivalent combination of training, education and experience that meets minimum requirements
- Criminal justice/Fingerprint clearance

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word, Outlook, and other job specific computer programs.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.