

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-1107

Accounting Clerk
Job Description
October 9, 2020

Reports to: Director of Finance
Status: Nonexempt
Term: 226 Days

Primary Purpose: Under general supervision, perform bookkeeping and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED
College coursework in accounting-related subjects preferred
TASBO coursework or certification

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices
Knowledge of governmental accounting
General knowledge of Skyward Financial Module preferred, but not required
Ability to use computer and software to develop spreadsheets and do word processing
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Strong communications skills

Experience:

2 years banking or accounting experience required

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries.
6. Initiate funds between TCISD accounts as necessary.
7. Enter all bank wire transfers and submit paperwork to authorized approver to finalize wire transfers.

8. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements.
9. Collaborate with campus/department finance users to account for activity and scholarship funds.
10. Oversee department records retention.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Other duties as assigned by Director of Finance.

Other

13. Maintain confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Reviewed by _____ Date _____