



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Accounting Clerk I
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Director

**Position Summary:**

Perform the duties required to review, prepare and submit for payment the expenses incurred by the St. Louis Public Schools.

**Essential Functions:**

- Review support documentation; verify amount, account code, location, vendor and other pertinent information for expenditures received.
- Ensure contractual payment request are in accordance with contract guidelines.
- Process purchase orders for payment; may pre-audit purchase orders for payment using the computer system.
- Assist vendors and schools by providing information needed to submit payment requests, resolving payment disputes, researching available funds, maintaining a current vendor list and a variety of other functions; contact vendors and schools for information needed to process payments.
- May receive requests from schools and offices requesting machine repair and maintenance; place service call to vendor.
- May type manual checks for replacements, stop payments and other special circumstances as directed.
- May prepare bills for amounts owed to the school district and track amounts paid and overdue.
- Sort, match, review and attach warrants to documentation.
- Perform related duties or special projects as assigned.
- Assist other department personnel as needed.

**Experience:**

- Minimum of two years of experience in processing accounting and financial records and statistical typing in order to gain sufficient knowledge to perform the requirements of the position.

**Education:**

- Graduation from a general high school supplemented by the completion of approved course work in bookkeeping and/or accounting and data processing required.

**Knowledge, Skills, and Abilities:**

- Ability to interpret instructions furnished in written or oral form;
- Ability to effectively work and interact with others;
- Ability to use a computerized financial system.



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle.
- Sitting, standing, walking, talking, hearing.
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.
- Light Work usually requires walking or standing to a signification degree.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment.
- Very limited or no exposure to physical risk.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***