

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6434  
Pay Grade: D10

FLSA: Non-Exempt

**SENIOR ACCOUNT CLERK**

**MAJOR FUNCTION:**

Performs advanced, specialized general and department-specific clerical and accounting duties involving aspects of the following: general accounting, accounts payable/receivable, or related financial area. Work is performed independently under general or minimal supervision and may be reviewed in subsequent operations or through verification of financial records.

**DUTIES AND RESPONSIBILITIES:**

- Maintains and creates account files for projects, vendors, departments, or individual employees. May establish coding and set up budgets for new accounts.
- Monitors and audits budget expenditures.
- Prepares and audits insurance carrier or other payments.
- Ensures paperwork is properly coded to expedite payment and accurately assign expenses.
- Prepares and processes complex or diversified paperwork necessary for billing or payment of invoices. May audit invoices for compliance with contract or budget guidelines.
- Identifies and researches account or billing discrepancies, calculates adjustments, and makes corrections as necessary.
- Prepares journal entries and maintains ledgers. May make corrections or notify Accounting of corrections needed.
- Compiles and prepares reports as scheduled or requested.
- Checks reports against general ledger.
- Maintains files for expenses such as materials purchased, vendor contracts, and travel vouchers.
- Balances books to monthly ledgers.
- Provides state or local auditors with information as requested.
- Researches and responds to inquiries from employees, other departments, or outside sources.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED and four (4) years financial recordkeeping experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications.

ISSUED: 2/95 SV; BOARD APPROVED: 8/26/97; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**Senior Account Clerk**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Account Clerk - PESPA