



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES

5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

C. Douglas Whelan, Ed.D.
Interim Superintendent of Schools
716-686-5105
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INTERNAL/EXTERNAL CSEA JOB POSTING NOTICE OF VACANCY

TITLE: SENIOR ACCOUNT CLERK
PART-TIME, 12 MONTH

LOCATION: High School Business Office

HOURS: 8:00 A.M. – 3:00 P.M., Monday - Friday

SALARY: \$19.25
Subject to Civil Service Requirements

**APPLICATION
DEADLINE:** January 9, 2024

JOB DESCRIPTION: See Attached

QUALIFICATIONS: See Attached

APPLICATION: Please submit an on-line application at www.wnyric.org. Materials to be submitted on-line include: application, letter of interest and resume. Applications will not be considered unless all required materials are submitted. Please direct any inquiries to: C. Douglas Whelan, Interim Superintendent, Depew Union Free School District, 5201 S. Transit Road, Depew, NY 14043

December 19, 2023

"Inspiring, Challenging, Achieving"

**Depew Union Free School District
Job Description**

Position: Senior Account Clerk

A. Overview

The work involves moderately difficult financial transactions in connection with fiscal, budgetary and banking records. Other related work may be assigned. This position works closely with the District Treasurer and Business Administrator.

B. Full performance Knowledge, Skills, Abilities and Personal Characteristics

Thorough knowledge of accounts payable, accounts receivable and record keeping practices; thorough knowledge of office terminology, procedures and equipment; ability to follow oral and written directions to prepare correspondence reports and other materials from general directions; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; good judgment in financial record keeping procedures; accuracy; courtesy; resourcefulness; dependability; ability to meet the public; physical condition commensurate with the demands of the position.

C. Qualifications

Subject to Civil Service Requirements:

1. Graduation from a regionally accredited or NYS registered two year college or university with an Associate's degree in Accounting or Business and one year of experience in the maintaining of financial records and accounts; or
2. Completion of two years of study at a regionally accredited or NYS registered two or four year college or university, which included sixteen semester credit hours in Accounting or Business, and one year of experience in the maintaining of financial records and accounts; or
3. Graduation from high school or possession of a high school equivalency diploma and five years of business office experience, at least three years of which must have involved with processing accounts payable and/or accounts receivables; or
4. An equivalent combination of training and experience as defined by 1, 2, or 3 above.

D. Responsibilities

1. Accounts Payable: All funds

- Receive all incoming invoices
- Verify all invoices for correctness to purchase order and any signed contracts and/or bids
- Input all payments into WinCap
- Verify sufficient funds available
- Maintain excel spreadsheet to track monthly vendor payments (eg. BOCES and Capital Projects)
- Verify all payments are reviewed by the Internal Auditor
- Print and mail checks, once Treasurer has signed them
- Review and maintain open purchase order file
- Talk with vendors regarding outstanding or incorrect invoices

- Maintain funds necessary for postage machine & US Postal Service
- Set up year-end encumbrances and payables from purchase orders outstanding as of 6/30/xx

2. Accounts Payable & Receivable Duties – Health Insurance & Dental

- Prepare all Health Insurance & Dental accounts receivables for retirees and any current employee not on payroll deductions
- Verify and record all Insurance ACH withdrawals for health insurance payments
- Pay all Health Insurance related invoices
- Prepare monthly cost reporting for Business Administrator

3. Special Aid Fund Grants Duties

- Maintain files for all Federal and State grants
- Review monthly (expenditures/revenue) & prepare request for funds quarterly using FS-25 reports for Business Administrator review
- File FS-10-F Final Expenditure reports for Federal and State grants when grants end
- Monitor spending-through payroll and A/P, ensure no deficits occur

4. Assistance to the Treasurer

- Provide 2nd verification, when needed, for banking transactions
- Make bank deposits in absence of Treasurer
- Process banking transfers when needed
- Double check all totals on the Monthly Treasurer's Reports to Wincap's trial balances each month

5. Additional Responsibilities

- Set-up account payable and account receivable files each school year
- Annually review and identify old records for shredding
- Process year-end 1099 forms for vendors
- Perform related duties as required or assigned by Business Administrator and/or District Treasurer