

## KATY INDEPENDENT SCHOOL DISTRICT

**Title:** Clerk - Financial - Elementary (0913)  
**Reports To:** Principal  
**Duty Days:** 197 Days  
**Wage/Hour Status:** Non-Exempt  
**Pay Grade:** T-2  
**Date Revised:** 11-05

### **Qualifications:**

College hours, high school diploma or GED  
Proficient typing, word processing and file maintenance skills  
Effective organizational, communication and interpersonal skills  
Accounting background, preferred  
Knowledge of general office machines including computer  
Detail oriented

### **Primary Purpose:**

Serve as financial clerk for an elementary school as directed by the principal

### **Major Duties and Responsibilities:**

1. Type and complete purchase orders.
2. Balance ledger to computer run.
3. Type insufficient fund letters for returned checks.
4. Maintain accurate records for budget and activity accounts.
5. Separate and prepare paperwork for business office.
6. Handle petty cash:
7. Prepare deposits and deposit logs.
8. Prepare sales tax report.
9. Operate school store.
10. Assist vendors teachers, and/or business office.
11. Perform receptionist duties as required.
12. Sort mail and distribute as required.
13. Requisition and check-in warehouse supplies.

### **Equipment Used:**

Personal computer, typewriter, printer, copier, calculator, and fax machine.

### **Working Conditions:**

Work with frequent interruptions; maintain emotional control under stress. Repetitive hand motions.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.