

ACCOUNT CLERK AC4

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an Eligible List for the position of Account Clerk AC4 for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall - access off Ridgewood Dr.)

Your application must be properly filled out and returned by Thursday July 23, 2015 at 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order - no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on July 28, 2015

PLACE: Red Rees Room at Parma Senior High School, 6285 West 54th Street, Parma, Ohio.

TYPE OF EXAM: General knowledge questions pertaining to mathematical computations, public relations, bank reconciliation, filing, invoices and payroll. A passing point of 70% will be used on the written exam. The performance exam is strictly pass/fail. You must pass the written exam and the performance exam in order to be placed on the Eligible List for Account Clerk AC4.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Two (2) years experience bookkeeping (to include payroll) or related experience. Must be able to type statistical reports. Must be able to operate standard office equipment, including calculator with speed and accuracy.

CITIZENSHIP: Must be United States citizen or be in the United States Legally.

SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.

PHYSICAL: Job offer conditional upon passing physical examination administered by School Board physician.

SALARY: \$22,967.00 -after 75 working days \$23,656.00.

VETERANS on entrance exams who present an honorable or under honorable conditions discharge papers when filing their application shall receive 20% of their score additional provided they make a passing score. Credit will not be given for any other type of discharge from military service i.e. Under general conditions, uncharacterized, etc.

According to O.A.P.S.E. contract Article 6.5 present employees of the School Board who pass a civil service test shall be placed on a Preferred Eligible List for the test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

ACCOUNTS CLERK, TREASURER'S OFFICE/CURRICULUM DIVISION/HIGH SCHOOL TREASURER

WORK SCHEDULE: 42-52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: Accounts Clerk AC4

SALARY SCHEDULE: V; Code D

RESPONSIBLE TO: Treasurer /High School Principal /Deputy Superintendent & Gifted Program Supervisor

QUALIFICATIONS:

1. High School diploma or (GED).
2. Two years of bookkeeping experience (to include payroll) or related experience.
3. Knowledge of the methods, practices and terminology used in employee timekeeping.
4. General working knowledge of how payroll interacts with an organization's financial system.
5. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
6. Ability to perform statistical typing accurately.
7. Ability to operate a personal computer (including network capabilities) input of records and maintain a data base.
8. Ability to operate standard office equipment, including calculator with speed and accuracy.
9. Ability to make individual decisions based on established policies and procedures.
10. Regular and predictable attendance is required.

MAJOR FUNCTIONS:

Under general supervision performs general clerical duties involving the financial transactions of the school system. Regular and predictable attendance is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Post receipts and expenditures in Cash Control book. Make transfers and process purchase orders for Treasurer's signature.
2. Process invoices for payment.
3. Process all deposits and issue receipts.

4. Bank reconciliation including checking account, investments, bonds and coupons.
5. Maintain accurate records and effective controls over deposits and expenditures in all activity accounts.
6. Balance all funds monthly.
7. Assist in preparation of reports to the Board of Education and the Federal and State Governments.
8. Maintain department files and the confidentiality of those files.
9. General clerical work unique to the Treasurer's Office including the typing of financial reports, invoicing, etc.
10. Perform other related duties as assigned.

PHYSICAL DEMANDS:

They physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. The position requires the individual to be able to meet deadlines with severe time constraints, to prioritize which needs are to be fulfilled first, interact with the public and other staff, meet demands from several people and work alone.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

Human Resources 6/04

CURRICULUM ACCOUNTS CLERK ADDENDUM

In addition to those duties listed above as are applicable to the Curriculum Accounts Clerk, this position also includes clerical responsibilities with the gifted program and the following duties that apply *solely* to the Curriculum Accounts Clerk:

1. General grants accounting functions;
2. Title I accounting functions; and
3. Gifted Education program management (i.e. ordering, checking materials in; etc.).