



Fremont Union High School District
Position: Bond Accounting Support Clerk

Department/Site:	Business Services	Range:	113
		Work Year:	245
Reports to/Evaluated by:	Business Manager	Months:	12

Summary of Basic Functions & Responsibilities

Performs financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. Assumes responsibility for one or more elements within a complete accounting system such as customer accounts receivable, accounts payable cash, fund accounts, and limited-scope financial data. Performs complex secretarial and administrative support duties, including but not limited to transcription of documents, administrative support to projects and programs, maintenance of document filing and retrieval systems, and basic record keeping. Prepares construction contracts and manages the lifecycle to contract execution. Organizes and maintains Bond project-related information.

Essential Duties and Responsibilities

- Prepares and processes accounts payable information to comply with various payment timetables.
- Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Identifies, verifies and corrects standardized account codes, budget authorization, and available and qualifying budgets.
- Prepares backup documentation for accounting transactions such as checks mailed. Reviews and verifies that vendor statements and/or paid invoices have been posted to correct accounts. Prepares payment schedules and current check listings. Maintains records of check documents and payment histories.
- Provides support toward establishing vendor/contractor accounts. Secures appropriate signatures and other supporting information contained in files.
- Reconciles and compiles periodic reports to show statistics such as cash receipts, accounts payable, and accounts receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.
- Prepares documents such as invoices and account statements. Follows up with customers on account balances that are outstanding, or involve multiple fiscal years. May recommend remedial action, write-off of account balances, or settlements negotiated to resolve account disputes and delinquencies.
- Creates and maintains files containing contract and tax withholding information for manual monthly
- payments and verifies payment authorization. Sets up and maintains various tickler files for recurring transactions.
- May perform or assists with posting journal entries to general ledger following established instructions and procedures for corrections and other adjustments.

- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities Receives, verifies, and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions.
- Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Enters or posts financial information from source documents into established accounting programs having preset data entry screens. Codes transactions into proper account classification using instruction manuals for support.
- Searches files and records for readily identifiable account information. Lists or tabulates information from documents where knowledge of the subject matter is not required.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May contact accounts receivable holders to prompt payment. Forwards outstanding accounts receivables for further action.
- May process accounting line item fund transfers and charge-backs within and among departments.
- Posts transfers to the proper account, category, and fund.
- May prepare bank deposits and reconcile bank statements.
- May sort and deliver incoming departmental mail and prepare outgoing mail including documents transferring to the County Office of Education.
- Plans, schedules, and performs a variety of secretarial and clerical work in support of the Bond and Business Department.
- Performs administrative support that involves applying a working understanding of the functions and procedures of the Bond and Business Department.
- Creates construction contracts using appropriate template (Independent Consultant, Architect, Lease Lease-Back, Amendment, Small Construction, CUPCCAA) with MSWord and Adobe Acrobat.
- Calculates Lease payment schedule and lease interest for LLB contracts.
- Emails Board approved and signed contracts to contractors and follows up, if necessary.
- Verifies vendor information (W-9 and insurance) is on file and current.
- Enters requisitions for contracts, quotes, and invoices into QCC system.
- Enters contracts and Purchase Orders into Accountability for tracking project costs.
- Verifies completeness of signed contract and requirements (certification, P&P Bonds, etc...).
- Maintains checklist of contract requirement status.
- Distributes executed contracts and files on Bond network share.
- Contacts vendors for merchandise quotes, if not provided.
- Submits invoices and quotes for approval via Informed K12.
- Distributes and files Purchase Orders to contractors, Construction Management, Program manager, and Bond Accountant.
- Responds to inquiries for payment status and contract requirements.
- Reviews vendor pre-qualification and CUPCCAA applications via QualityBidders.

- Calculates and enters vendor reference scores for vendor pre-qualifications.
- Logs all Preliminary Notices from subcontractors for Bond projects into Excel spreadsheet.
- Prepares certified mailing for Notice of Completion for projects.
- Mass emails Notice of Completion to subcontractors who submitted Preliminary Notices.
- Logs and files various documents/correspondence (NOCs, MOCs, CEQA, DSA, etc)
- Acts as backup for Bond Accountant.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of District, site, and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work to meet schedules and timelines.
- Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.
- The position requires basic knowledge of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
- Requires a working knowledge of personal computer operations and common office productivity software such as spreadsheets and word processing.
- Requires knowledge of computer-aided data entry programs accompanying accounting systems.
- Requires skill at entering alphanumeric data onto a preformatted data entry screen.
- Requires sufficient math skill to calculate totals, percentages, ratios, and portions.
- Requires sufficient human relation skills work as part of a team and cooperatively with internal and external customers.

Physical Abilities:

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time and to move about various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

Education and Experience:

- Requires a High School Diploma or its equivalent supplemented by two years of college level course work in accounting, bookkeeping or related field.

Licenses and Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.