



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/22/2023

Clerk, Account (Transportation)

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation Management and Direction

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

The Account Clerk is responsible for the accounting, auditing, and administrative support work for the Department of Transportation. The employee will be required to maintain both physical and electronic records related to purchase orders, lease purchase of vehicles, credit card charges, and related financial records.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Maintains spreadsheets for budget accounts and reconciles each month with Oracle
- Produces payment requests using automated payment processing software
- Prepares and maintains lease purchase documents for bus and vehicle purchases
- Tracks payments and journal entries for field trips in Trip Tracker
- Performs daily audits of inventory receipt activity, including inbound and outbound transfers from other storerooms, editing, and correcting data
- Enters sublet charges into Faster from outside vendors and for vehicle maintenance; codes invoices for payment processing
- Maintains vendor pending-credit spreadsheet and monthly balance
- Reconciles accounts with vendors, corporate accounting system, and inventory control systems for Central Vehicle Maintenance

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Experience in accounting, auditing, and/or administrative support

Experience with a complex financial system, such as Oracle

Licenses and Certifications

Knowledge, Skills and Abilities

- Proficient in Microsoft Office
- Knowledge of office automation software, inventory control procedures, and accounting practices
- Ability to perform accurate data entry work using automated data processing software; identify discrepancies or inaccuracies and make corrections
- Ability to communicate effectively, both verbally and in writing
- Excellent interpersonal skills
- Excellent organizational skills
- Ability to work under pressure of deadlines

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.