Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 8/1/2024

Account Clerk (Facilities Financial)

Pay Scale: B
Level: 7
FLSA Status: Non-Exempt
Job Family: Facilities Services
Primary Location: Administration Building

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
The Account Clerk position is responsible for the accounting, auditing, and administrative support work for Facilities including Construction Services, Facilities Operations, and Environmental Health and Safety divisions. The employee manages the financial tracking for accounting related to requisitions, purchase orders, change orders, payment requests, purchase cards, and budget adjustments using the LCPS financial systems.

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

- Performs daily reconciliation and payment processing of purchase cards
- Processes requisitions, standard purchase orders, change orders, and payment requests using ERP financial management system and eBuilder project management system
- Maintains both physical and electronic records of purchase cards, purchase orders, and financial records
- Produces payment requests using automated payment processing software
- Maintains spreadsheets for standard purchase orders, change orders, and payment requests each month
- Researches financial records for historical information
- Identifies financial and recordkeeping discrepancies or inaccuracies and makes corrections

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 administrative support; or any equivalent combination of education, experience, and/or training to demonstrate the standards, concepts, and guidelines to perform the responsibilities of the position

Licenses and Certifications

Knowledge, Skills and Abilities
- Proficient in Microsoft Office
- Experience with a complex financial system, such as Oracle or other ERP systems
- Experience with standard office procedures and business practices
- Ability to operate standard office equipment such as a ten-key calculator, photocopier, and personal computer
- Good interpersonal and organizational skills
- Ability to communicate effectively, both verbally and in writing
- Ability to work under pressure of deadlines
- The ability to work independently within pre-established guidelines

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

	Occasional	Regular
Lift or move 26-50 pounds	X	
Kneel	X	
Stand		X
Sit		X
Walk	X	
Manipulate (pick, pinch, etc. with fingers)		X
Talk		X
Hear		X
See		X
Remain stationary		X
Repeat hand/arm, wrist/finger motion		X

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 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.