



**MILWAUKEE PUBLIC SCHOOLS**  
OFFICE OF HUMAN CAPITAL

Administration Building  
5225 West Vliet Street  
P. O. Box 2181  
Milwaukee, WI 53201-2181  
Area 414: 475-8205

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Account Clerk II	
<b>Job Class:</b> 3471	
	Office of Operations School Nutrition Services
<b>Pay Schedule:</b>	<b>Pay Range:</b>
<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt	
<b>APPROVALS</b>	
<b>Position Summary:</b> Provides professional level staff support to the business operations of the Division of School Nutrition Services (SNS). Works with SNS administrator, staff dieticians, office staff, food service employees and the general public to manage daily and monthly business transactions. Processes payroll transactions, processes transactions using the district's accounting software, assists with preparation of the monthly claims for reimbursement of USDA meal programs, assists with reconciliation of all vendor payments and other data entry as needed within the department.	
<b>ESSENTIAL FUNCTIONS:</b> Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.	
NOTE: An essential function must meet the following criteria: <ol style="list-style-type: none"> <li>1) The reason the position exists is to perform that function,</li> <li>2) No other employee is available to perform that function,</li> <li>3) The function is highly specialized, and</li> <li>4) Removing the function would fundamentally alter the job.</li> </ol>	
<ol style="list-style-type: none"> <li>1. Prepares and enters payroll, processes biweekly payroll for School Nutrition Services (SNS) office and site staff and processes any payroll corrections, updates or modifications.</li> <li>2. Prepares and manages updates to the personnel management software system. Enters data for personnel changes including promotions, transfers, salary increases and changes in benefit status. Prepares reports for SNS employees, including promotions, transfers and salary increases for hourly employees.</li> <li>3. Processes business transactions for SNS operations on an as needed basis. Establishes contracts in district accounting system, processes direct payments in accordance with proper procurement rules. orders supplies, receives revenue, bills for contracted services and provides a summary of payments to be issued, invoices for catered events.</li> <li>4. Creates purchase requisitions, receives inventory and processes purchase orders.</li> <li>5. Manages vendor accountability using 3-way match system.</li> <li>6. Posts and updates the SNS page on M-Connect, enters and maintains USDA meal programs' online annual contracts and places work orders for SNS operations through the Facilities &amp;</li> </ol>	

Maintenance work order system.

7. Actively supports the MPS Strategic Plan.
8. Completes other duties as assigned.

**SUPERVISION EXERCISED:** No supervision of staff is required of this position.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A high school diploma or GED is required. Additional post-high school accounting courses are desired.

**Experience Requirements**

At least two years of experience as an Account Clerk I with computer data entry and familiarity with MPS business transactions.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential. Strong analytical and organizational skills. Accuracy with numbers, dates and spelling is required. Must be a self-Starter who can prioritize issues. Strong problem solving abilities and strong customer service skills. Demonstrated ability to work well with departmental staff, school staff and parents. Comprehensive computer skills are necessary to include: Microsoft Office, special district databases, experience with the Human Resources Management System and the meal counting and claiming system as well as the online meal payment system. Must be able to work with a diverse population.

**WORKING ENVIRONMENT:** General office environment, fast-paced, year-round office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

standard office work requirements:

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**