



Sequoia Union High School District

Job Description

| | |
|-----------------------------|---------------------------|
| JOB TITLE: | Account Clerk I/II |
| REPORTS TO: | Director, Budget/Finance |
| CLASSIFICATION: | Classified – OT&P |
| SALARY SCHEDULE: | 11.0 – I & 12.0 - II |
| WORK - YEAR / HOURS: | 12 months / 7.5 hours |
| LOCATION: | District Office |
| BOARD APPROVAL: | 11/5/97 |

DEFINITION

Under general supervision, to perform routine to responsible clerical accounting functions in the maintenance, processing and review of financial records and reports; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Account Clerk I is the entry-level class in the series. Under close supervision, incumbents learn and perform a limited number of clerical accounting duties of increasing complexity. This class is alternately staffed with Account Clerk II, and incumbents normally advance to the higher level after gaining sufficient experience and proficiency to meet the requirements of the Account Clerk II. Specific assignments may be permanently allocated to the Account Clerk I level, based on the routine nature of the work, and the absence of a requirement for more difficult processing tasks.

Account Clerk II is the fully qualified journey-level class in the series. Under general supervision, incumbents perform the full range of duties related to a small element or a segment of a major element of the district's accounting activities, such as accounts payable or accounts receivable. This class is distinguished from the Accounting Technician class, which is an advanced journey-level class performing clerical and paraprofessional accounting tasks related to a major element of the district's accounting functions.

EXAMPLES OF DUTIES

- Maintains accurate district financial fiscal/accounting records related to assigned area(s) of specialization; collects, receives, reviews and verifies a variety of financial documents, forms, records, and information and calculates, codes, posts, adjusts, and/or transfers appropriate data to proper accounts, ledgers, records, etc., in accordance with established procedures and controls;
- Balances/reconciles assigned accounts, records, reports, statements, etc. to established controls;
- Maintains files, journals, ledgers and worksheets to provide full documentation for fiscal recordkeeping systems;

- Prepares and/or assists in the preparation of financial and statistical reports and statements related to assigned area(s);
- Prepares a variety of payables for payment and/or prepares and distributes billings, checking for accuracy, proper documentation, authorization, and adherence to proper policies and procedures, and resolving discrepancies;
- Receives and accounts for cash and other revenues; prepares bank deposits and fund transfers;
- Provides and receives information to/from district and school staff, County offices, auditors, and/or vendors regarding accounting procedures, processes and requirements related to assigned area(s);
- Prepares and inputs data into the district's computerized accounting system; generates and distributes reports;
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

NOTE:

The required level and scope of the following knowledges and skills relate to the level of the position as defined in the distinguishing characteristics.

Knowledge of:

- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.
- Practices, procedures and methods common to assigned functional area(s) of clerical accounting.
- Sales tax regulations.

Skill in:

- Making rapid and accurate arithmetic calculations.
- Establishing and maintaining financial records and preparing accurate summaries and reports.
- Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.
- Identifying, comprehending and resolving accounting discrepancies.
- Making accurate decisions and using sound judgment within the framework of policies, procedures and guidelines.
- Operating standard office equipment including computers and adding machines With speed and accuracy.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I:

Equivalent to graduation from high school and one year of clerical accounting experience.

Level II:

Equivalent to graduation from high school and two years of clerical accounting experience.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS