

Linden Unified School District
Classification Specification

7.15

Account Clerk
Linden High School

Classification: Classified

Salary Range: 16

Work Year: 177 days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direction of the Principal of designee, perform responsible and complex accounting and clerical duties.—~~The Account Clerk classification is assigned to the Principal at a school where there is a large professional and support staff and large and complex plant served by this position. Incumbents in the Account Clerk classification perform a variety of accounting and clerical duties. Incumbents in the Account Clerk classification~~ Perform responsible and complex accounting and clerical duties for a high school principal.

Must be able to work in the High school office environment; subject to many demands on time and contain interruptions.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Maintain all records for student body accounts receive and deposit cash as well as maintain books to district auditor standards.
- Attend meetings and take minutes as directed; prepare agenda and back up materials, compile data, type and distribute minutes and various documents, as related to student body records.
- Perform research for Student Body purposes; collect and compile information; edit communications to parents, students, the community and staff; arrange for distribution.
- Operate a variety of office machines including typewriters, copiers, computers and related equipment.
- Assist in the preparation of budget; requisition supplies and maintain inventory for student body accounts.
- Receive and account for monies collected in conjunction with fund-raising and other activities; maintain financial records and billings as assigned for student body accounts.
- Perform bookkeeping services for Student Body records
- Balance back statements for student body accounts
- Issue Purchase Orders and pay bills as authorized for student body accounts
- Maintain assigned accounts, records, and files for student body accounts.
- Perform other related duties as assigned.

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

- Functions and clerical operations of an administrative office.
- Office practices and procedures, bookkeeping practices and procedures.
- Telephone techniques and etiquette. Modern office practices, procedures and equipment. Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills
- Oral and written communication skills
- Applicable sections of State Education Code and other applicable laws.

- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty
- District organization, operations, policies and objectives.

Ability to:

- Maintain records and prepare reports
- Make arithmetic calculations quickly and accurately.
- Perform clerical work involving independent judgment and requiring accuracy and speed.
- Interpret and explain school and District policies, rules and objectives.
- Type 30 words per minute from clear copy.
- Establish and maintain effective working relationship with others
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines
- Plan and organize work
- Work confidentially with discretion
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions
- Work independently with little direction
- Operate a variety of office machines.

Education:

- High School Diploma or equivalent

Experience:

- Three years increasingly responsible and carried clerical or bookkeeping experience.

OTHER CHARACTERISTICS:

- Willingness to work overtime with additional pay
- Perform routine and repetitive work efficiently

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.