I. **Position Title**
Account Clerk IV

II. **Position Description**
Under general supervision, to perform varied and increasingly detailed clerical work involving fiscal transactions such as payroll, accounts payable and receivable, records and reports related to the District’s fiscal independence and to do related work as may be required.

Positions at this level are characterized by the responsibility assigned in connection with their ability to perform complex accounting related work requiring a high degree of accuracy and independent judgment involved in interpreting and applying procedures and policies. Incumbents are assigned tasks of approximately equal responsibility, handling accounts, and related activities. Employees at this level must have an extensive knowledge and skill in financial and statistical transactions that enable them to perform complex types of work with a minimum of supervision.

III. **Examples of Duties/Responsibilities**
- Carries responsibility for an assigned specialized function or a complex phase of a fiscal area
- Provides technical direction and coordinates the efforts of account clerks and others in assembling, tabulating, calculating, verifying, and filing accounting and/or budgeting data (E)
- Gathers, assembles, tabulates, proofs, extends, verifies balances, summarizes and posts fiscal and related data (E)
- Audits and adjusts source documents, budget appropriations, and similar statistical data (E)
- Checks and codes data according to prescribed procedures (E)
- Receives, audits, and processes invoices; assembles and matches purchase orders, receiving, and other supporting documents for major district accounts, including general, special, or similar project fund budgets (E)
- Performs complex mathematical calculations and verifies computations (E)
- Prepares work sheets on expenditures, receipts, and the status of monies (E)
- Assists with the preparation of regular and special fiscal and tax reports (E)
- Processes and prepares 1099’s as required by law (E)
- Works with computer-based accounting systems/software in preparing input to the computer (E)
- Maintains computer input and accuracy in all phases affecting accounts payable and receivable (E)
- Files documents, reports, and records
- Answers questions and provides information
- Receives and processes appropriate documents relating to employment or termination, changes of status, tax, and insurance deductions, leaves and overtime (E)
- Distributes payroll warrants and W-2 forms
- Uses a variety of office machines including computers and calculators (E)
• Prepares forms as requested from outside agencies (E)
• Handles cash, prepares deposits, and reconciles accounts (E)
• Processes District contracts for payment. Works closely with vendors (E)
• Performs related duties as required

(E) - Essential

IV. Minimum Qualifications
Knowledge of:
• Methods and practices of financial record keeping
• Modern office methods and procedures
• Basic mathematical, ledger, statistical procedures
• Filing and office clerical activities
• Operation of calculator, computer, and other standard office equipment
• Accounting systems/software
• District policies, procedures, and practices

Ability to:
• Perform financial clerical work of above-average difficulty
• Perform complex mathematical calculations rapidly and accurately
• Operate standard office equipment such as computer and calculators
• Interpret and resolve problems occurring in the natural flow of work
• Understand the role of a fiscally independent district
• Audit and tabulate, balance, reconcile, and extend data
• Understand and follow oral and written directions
• Establish and maintain cooperative working relationships
• Keep records and perform clerical tasks of a routine nature
• Learn and utilize new and current technologies

Education and Experience:
• Education: Graduation from high school or equivalent including or supplemented by high school or college level courses in bookkeeping, budget, and principles of accounting
  AND
• Experience: Three (3) years of increasingly responsible experience in detailed office clerical work involving accounting, financial or statistical record keeping, and complex calculations.

V. Working Conditions
Environment
• Office environment
• Subject to frequent interruptions

Physical Abilities
• Visual acuity to inspect financial or statistical records
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders, and horizontally
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping, and squatting
• Climbing step stools or step ladders
• Gripping and grasping
• Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds

Negotiations: 07/25/2014
Board approval: 09/09/2014