

## ACCOUNT CLERK – FUNDED

### DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, performs a variety of technical financial record-keeping work, prepares special reports, assists with preparation of funded program budgets, and other related work as required.

### REPRESENTATIVE DUTIES:

- Maintain records for Federal and State resources and Cafeteria Fund that requires initiative and independent judgment.
- Perform responsible tasks on the accounting system to maintain accurate financial records for assigned resources.
- Work with Director of Funded Programs to implement financial goals, monitor revenue and expenditures by resource, and compliance with legal requirements and restrictions.
- Work with Coordinator of Food Services/Nutrition to implement financial goals, determine per meal cost of payroll and food, compliance with district procedures, and compliance with federal and state legal requirements and restrictions.
- Assist with preparation of assigned categorical and cafeteria budgets.
- Reconcile site cafeteria deposits with cafeteria reports and bank statements.
- Prepare various internal and external fiscal reports related to categorical and cafeteria activities.
- Process purchase order and pay voucher payments.
- Calculate and prepare required quarterly payroll tax reports.

### MINIMUM QUALIFICATIONS:

#### *Knowledge of:*

- Accounting and financial record-keeping principles to the maintenance of assigned accounting duties.
- Knowledge of district procedures and protocols, and state laws and regulations relating to job responsibilities.
- Modern office practices and procedures, and equipment, including computer, typewriter, and calculator.
- Appropriate telephone techniques and etiquette.
- Correct usage, grammar, spelling, and punctuation are essential.
- Establish and maintain effective and cooperative working relations with staff.

#### *Education and Experience:*

High school graduate with some college coursework in accounting, and two years experience in responsible financial and accounting work. Prefer one year of experience in school district business office, or other governmental agency.

#### *Work Year:*

260 days, less earned vacation and paid holidays.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**