I. Position Title

Account Clerk II

II. Position Description

Under general supervision, to perform varied and specialized accounts payable, payroll, food service, purchasing, student body, and related financial and statistical records work; compiles and checks statistical and account reports; types and operates adding machines and calculators; and to do related work as may be required.

Positions in this class are located in the District Accounting Office, reporting to a Senior Account Clerk or the District Accountant, others may be assigned to the Student Body offices in one or more schools in the District. These positions are responsible for assigned accounts and for assisting a supervisor as required. Positions may backstop other desks and to do related work as may be required.

III. Examples of Duties/Responsibilities

A. Checks invoices for correct extensions and additions
B. Assembles, matches, and encumbers on terminals purchase orders, receiving, and other supporting documents for various district accounts
C. Types warrant requests and similar materials, financial reports and related materials
D. Checks payroll record information for employees, assists in payroll input data for County data processing
E. Checks printouts and notes changes or corrections
F. Does statistical and general typing of reports, tables, and similar documents
G. Maintains specialized files and records
H. Assists during periods of audit or review
I. Assists supervisor in checking and auditing reports
J. Operates calculators and other office appliances
K. Maintains financial records for various student body activities
L. Receives and receipts for monies, such as insurance, fines, or other activities
M. Sells tickets, cards, and similar items
N. Posts receipts to proper ledgers
O. Makes bank deposits
P. Maintains accurate files and records
Q. Issues purchase orders for student body supplies and purchases
R. Writes payment checks and balances statements
S. Assists in preparing ASB activity budgets
T. Oversees and balances student cash collections

(E) - Essential

IV. Minimum Qualifications

Knowledge of:
*Basic mathematical, ledger, statistical, and record keeping procedures
• Filing and general office clerical activities
• English usage, grammar, spelling, vocabulary, and bookkeeping and purchasing terms
• Account records and procedures
• Basic bookkeeping, financial, and statistical record keeping procedures
• Operation of calculators, adding machines and modern office appliances

Ability to:
• Type at a rate of 30 words per minute from clear copy containing a large percentage of numerical or tabular data
• Operate calculators and adding machines efficiently
• Make arithmetic calculations, do filing, posting and checking of statistical and financial records rapidly and accurately
• Follow general and written and oral instructions
• Work cooperatively with those contacted in the course of work

Education and Experience
• Education: Graduation from High School or equivalent, including or supplemented by courses in typing, bookkeeping, and general office procedures
• Experience: Two years of increasingly responsible experience in office clerical work involving financial or statistical records maintenance

Working Conditions

Environment
• Office environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Seeing 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 to retrieve and shelve supplies
• Dexterity of hands and fingers to operate standard office equipment
• Bending, stooping and squatting
• Climbing step stools

Revised: Negotiations 04/23/02
pjh