

JOB DESCRIPTION

ACCOUNT CLERK II

JOB SUMMARY

Under general direction of an assigned supervisor, independently perform routine and specialized accounting functions related to one or more of the following: attendance accounting, accounts payable, accounts receivable, and/or cash transactions. Prepare and maintain financial and statistical records and prepare routine accounting reports.

**DISTINGUISHING
CHARACTERISTIC**

The Account Clerk II is the advanced level of the accounting clerical series. Incumbents operate independently in performing specialized and responsible accounting work in support of an assigned district-wide accounting function. The Account Clerk I series performs general, routine, repetitive, clerical accounting duties and assists a higher level position as required.

TYPICAL DUTIES

Compute, prepare, and process documents used to issue warrants. Gather, assemble, tabulate, check, and file financial and statistical data. Sort and input necessary financial or statistical data into the computer and generate reports as requested. Review, verify, process, and distribute printed forms, lists, and documents. Develop, prepare, and maintain financial or statistical records, accounts, and files according to established guidelines. Process documents involved in fiscal transactions. Prepare bank deposits. Perform clerical duties related to assigned work such as typing, duplicating, filing, answering phones, etc. May assist in, or be responsible for, calculating payroll deductions, leave balances, etc. Assist in processing requisitions, purchase orders, and warrants. May sort and distribute department mail. Work closely with district accounting and payroll staff in reconciling account and/or payroll issues. Answer routine questions. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience with demonstrates a strong understanding of accounting principles. A typical qualifying background would include graduation from high school, or equivalent, supplemented by course work in accounting or related field and two years of financial or statistical record keeping experience, accounts payable, and/or accounts receivable. Experience in a school district or other governmental agency is preferred.

Knowledge of:

Principles and practices of accounting and financial record keeping; modern office methods and equipment, including data processing and microcomputer applications; financial transaction reconciliations; report preparation and formats; interpersonal skills using tact, patience, and courtesy.

Ability to:

Work independently, applying initiative and judgment in resolving problems; develop and maintain efficient, accurate financial record keeping systems; apply laws, district policies, rules and regulations affecting the district's accounting activities; maintain a variety of specialized and basic records, reports and files;

deal effectively with others; communicate clearly, both verbally and in writing; meet established time lines. Use a calculator and computer accounting computer software to perform arithmetic calculations rapidly and accurately, prepare reports and summaries of data as requested.

LICENSE

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule. The employee is regularly required to sit. Frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screening certifying this ability.