

ACCOUNT CLERK II

DEFINITION

Under general supervision, performs responsible accounting and fiscal record management functions that involve manual and computer-assisted record management systems; prepares a variety of fiscally related reports and records; and performs other duties as assigned and/or required.

ESSENTIAL DUTIES

- establishes, balances, verifies, adjusts, and maintains accounting and fiscally related records and reports
- processes a variety of documents pertaining to financially-related transactions, which may include student body funds, inventory control and food service fiscal record management functions
- operates and posts to a data management, storage and retrieval system using a micro-computer and associated software
- receives money and prepares a record of cash receipts
- may prepare bank deposit documents, and reconcile bank statements
- posts to general and subsidiary ledgers
- receives, reviews, and verifies financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines
- may prepare trial balances and financial statements
- prepares or assists in the preparation of a variety of reports required by federal, state, and county agencies
- makes complex mathematical calculations and verifies computations
- assists in the preparation and release of payment from various accounts
- assists and provides information to other agencies, District employees, and others pertaining to financial record matters, issues, and concerns

QUALIFICATIONS

Knowledge of: Methods, practices, and procedures pertaining to accounting and fiscally related record management systems; manual and computer-assisted accounting and fiscal record management systems; bank deposits and statement reconciliation processes; fiscal report preparation and formatting; inventory control processes and procedures.

Ability to: Perform complex accounting and fiscally related clerical functions; prepare and review financial reports, records, and related summaries; perform double entry bookkeeping; skillfully operate micro-computers and other office equipment; create financial reports using software programs such as Excel, Access, and Peachtree Accounting; demonstrate the ability to effectively operate a micro-computer and use appropriate software applications; make mathematical calculations with speed and accuracy; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements listed below are examples of the physical activities that persons within this position must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience performing increasingly responsible fiscal record management and duties involving manual and computer-assisted processes.

Education: Verification of a High School diploma, a GED certificate or a higher degree, course work in accounting practices, computer-assisted data management and/or related areas is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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