

ACCOUNT CLERK III

DEFINITION

Under general supervision, performs specialized accounting, budget control and clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally-related information and data
- performs complex and technical fiscal record management operations related to one or more specialized accounting and budget control functions
- assists in revision, formulation and implementation of accounting and budget control procedures and record management systems
- posts, balances and verifies accounting and budget control records
- prepares trial balances and financial statements
- establishes, posts and maintains journals, ledgers and a variety of other accounting and fiscal records
- prepares and verifies the accuracy and completeness of financial files, records and reports
- prepares accounting, budget and fund analyses
- operates micro-computers, terminals and other business office machines and equipment
- works with a computer-based accounting and budget control system
- prepares system input data and analyzes, verifies and reconciles output reports
- makes complex mathematical calculations and verifies computations
- may perform lead functions with a specialized accounting area which may include the preparation of technical and complex reports
- may interpret and provide information to District personnel regarding routine legal mandates, policies, regulations and operational guidelines
- may provide technical information to County, State and Federal agencies

QUALIFICATIONS

Knowledge of: Methods, practices and procedures of school district accounting and budget control record management; operation of manual and computer-assisted accounting and budget control record management systems; modern office practices, procedures and machines; organization and planning methods, techniques and practices.

Ability to: Perform complex and technical accounting and budget control clerical functions; prepare, review and analyze accounting and budget control files, records, summaries and reports; perform double entry bookkeeping and elementary accounting functions; lead and advise other accounting and budget control clerical personnel; make complex mathematical calculations and verify the results; effectively and efficiently operate micro-computers, terminals and other office machines and equipment; understand and follow oral and written directions; read and interpret computer-generated reports; communicate effectively, both orally and in writing; effectively operate a micro-computer and use appropriate application software; remain flexible and work effectively in an environment of frequent interruptions and changes in task priority; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out the essential job functions.

- will infrequently exert 10 to 35 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; 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 written and 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: Three years of highly responsible experience in accounting or budget control record management and reporting, including one year in a lead or specialized capacity.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or coursework in elementary accounting, bookkeeping, business office organization and planning, or in other closely related fields is desirable.

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

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