

East Side Union High School District

Job Title: Account Clerk I

Description of basic functions and responsibilities:

To perform routine to responsible clerical accounting functions in support of a specialized district program(s) and/or fiscal services. Employees in the Account Clerk I classification receive direct supervision within a framework of well-defined policies and procedures. This job class performs routine to responsible clerical accounting and support services within an assigned department program(s), school, and/or district accounting area(s). This job class acts as a resource person regarding assigned areas and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be exercised in relation to specific areas of responsibility. The Account Clerk I job class performs routine clerical accounting functions in an entry level of classification.

Supervisor: As assigned

Typical Duties:

Receives written information or data, posts to records, ledgers, or files, and checks work performed for accuracy.

Maintains financial records and statements and processes documents involved in financial, purchasing, and/or special reporting transactions; assigning and/or verifying account or vendor codes, batching or sorting as necessary.

Receives, assembles, sorts, matches, calculates, checks, posts codes, and files a variety of financial and statistical data related to assigned functions.

Establishes and maintains fiscal records and/or worksheets for calculations, extensions, and verifications related to record keeping for assigned program and/or fiscal areas such as accounts payable, food service programs, catering services, etc.

Assists in making financial and statistical reports of records and accounts maintained.

Checks extensions, additions, and calculations on invoices, inventories, requisitions, purchase orders, receiving slips, bank statements, worksheets, and similar forms.

Processes invoices for payment; matches invoices to purchase orders and/or packing slips; verifies receipt; assigns account numbers, checks extensions, and submit warrant requests.

Processes student payroll for assigned program; calculates amount to be paid; revises time sheets for proper authorization; submits warrant requests; and checks warrant totals.

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Acts as resource person regarding assigned accounting/special program area(s) to district personnel, county office, and the general public; explaining procedures and processes of assigned programs/accounts.

Reviews posting source data for accuracy and completeness of data to be posted.

Computes, verifies, balances, and adjusts records and data requiring independent judgment based on established procedures and policies.

Operates a computer terminal to generate lists, update records, respond to requests, etc.

Calculates, prepares, verifies, and sends out invoices for district/special program as assigned.

Reconciles bank statements.

Processes and maintains on-going inventory records as required.

Researches problem areas, questions, or areas of concern; tracing payments, credits, invoices; contacting vendors, suppliers, and contracting agencies as necessary to find appropriate answers.

Performs a variety of clerical activities including filing, typing, and processing to complete assigned duties.

Performs related duties as required.

Employment Standards

Knowledge of the purposes, methods, and practices of financial recordkeeping.

Knowledge of general school district accounting principles and procedures a related to assigned area of responsibility.

Knowledge of modern office methods and procedures.

Ability to learn the appropriate rules, regulations, and technical procedures used in assigned areas of specialization.

Ability to understand and carry out directions in an independent manner.

Ability to apply general rules and regulations to specific cases.

Ability to perform arithmetic calculations accurately and rapidly.

Ability to type accurately at a rate required for successful job performance including statistical typing of forms and reports

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Ability to operate office machines and equipment including typewriter, computer terminal, calculator, adding machine, and bookkeeping machine.

Ability to maintain a variety of record keeping systems and to assist in the preparation of a variety of financial and statistical reports related to assigned area of responsibility.

Ability to identify and correct errors in a variety of mathematical computations and financial documents.

Ability to communicate effectively in both oral and written forms.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.