

SENIOR ACCOUNT CLERK

DEFINITION:

Under general supervision of an administrator/director/supervisor level position, performs complex financial and/or statistical record-keeping assignments of above average difficulty; monitors and develops record keeping procedures related to specialized areas; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions are distinguished by the performance of record keeping duties of above average difficulty which require a working knowledge of one or more specific areas of the District's accounting functions. Incumbents are regularly expected to work independently making informed decisions on a variety of procedural and record keeping matters. Although supervision is generally available, it is often exercised only through a review of completed work and successful performance at this level requires the use of a high degree of analytical ability and judicious use of independent judgments. Accurate, complete and timely work products within rigid time schedules are expected.

ESSENTIAL DUTIES:

May receive, review for accuracy and resolve discrepancies with purchase orders/invoices for material and/or equipment received or services performed; *E*

Process expense transfers to ensure proper account is charged for all expenditures. *E*

Process budget transfers within a department budget to ensure sufficient funds are available to cover expenses. *E*

Maintain and monitor budgets for Special Education or Child Care programs, receive and/or prepare purchase requisitions for purchases requested by teachers or staff, affix proper account codes and obtain administrator approvals; *E*

May maintain and monitor staffing for each Special Education program, receive and/or prepare personnel requisitions for staff changes, affix proper account codes and obtain administrator approvals; *E*

May maintain Special Education student data base, enter changes received from teachers into the consortium (WOCCSE) data base and verify data against State School Registers; *E*

May set up and maintain the student and financial data base for the Child Care program; *E*

May prepare billing statements for WOCCSE reimbursements; *E*

May prepare monthly billing statements for child care services, receive and or pursue collections for income (direct payments and /or funding provided by outside agencies), make deposits and maintain required accounting records; *E*

Independently maintain financial records and department revolving checkbook accounts; *E*

Develop or assist in developing record keeping procedures; *E*

E denotes an essential function of the job.

Research, gather, assemble, tabulate, reconcile, check, type, file, financial, payroll and statistical data and other information and records and prepare reports there from;

Make arithmetic calculations;

Post data to records, make extensions and check and balance totals;

Receive financial documents (including time cards), monitor accounts, screen for accuracy and adherence to established procedures and standards;

May assist in developing budget for specific program areas;

Answer inquiries from employees, administrators, other agencies and the public.

SUPERVISION:

General supervision is received from a District administrator/director/supervisor.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, terminology, practices associated with bookkeeping, payroll and financial record-keeping;

Legal and procedural aspects of special fund accounting;

Financial and statistical reporting;

Word processing, spreadsheet and data base computer applications;

Business math;

Modern office practices, procedures, and terms;

Business office telephone techniques and etiquette.

Ability to:

Make arithmetic calculations with speed and accuracy;

Review, check, verify the accuracy of data;

Prepare clear and accurate financial reports;

Develop procedures and meet quality and time requirements without immediate supervision;

Perform general and statistical clerical work;

Operate a wide variety of office equipment associated with keeping financial records and/or making calculations, including the use of a personal computer housing data base, word processing and spreadsheet software;

Follow written and oral instructions;

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. Some post-secondary education, including accounting/bookkeeping courses is desirable. One year of experience performing responsible accounting or statistical clerical work and record keeping of the kinds described above.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Works inside in a normal office environment, predominately seated; uses a computer, calculator and telephone; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office setting; has direct and indirect contact with other district staff; works without guidance from immediate supervisor; may work with high volume, tight deadlines and be subject to frequent interruptions.

Last revised 11/00

Revisions effective 6/10/04

Reviewed with no revisions 1/8/09