



Senior Account Clerk

JOB SUMMARY

Under general supervision of an administrator/director/supervisor level position, performs complex financial and/or statistical record-keeping assignments of above average difficulty in the preparation and maintenance of accounting records; monitors and develops record keeping procedures related to specialized areas.

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.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Receive, review for accuracy and resolve discrepancies with purchase orders/invoices for material and/or equipment received or services performed;
- Maintain and monitor budgets, receive and/or prepare purchase requisitions for purchases requested by teachers or staff, affix proper account codes and obtain administrator approvals;
- Maintain and monitor staffing of department/program, receive and/or prepare personnel requisitions for staff changes, affix proper account codes and obtain administrator approvals;
- Set up and maintain the student and financial data base;
- Prepare billing statements, process requests for reimbursement, receive and or pursue collections for income (direct payments and /or funding provided by outside agencies), make deposits and maintain required accounting records;
- Independently maintain financial records and department revolving checkbook accounts;
- 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 to maintain records, complete reports and update budget;
- 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;
- Assist in developing budget for specific program areas.

Other Related Duties:

- Develop or assist in developing record keeping procedures;
- Process expense transfers to ensure proper account is charged for all expenditures;
- May process budget transfers within a department budget to ensure sufficient funds are available to cover expenses;
- Answer inquiries, provide and collect information from employees, administrators, other agencies and the public;
- May be required to maintain the respective department's website.

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;
- Preparation of basic financial statements and financial reports;
- Operation of computer, and other office equipment;
- Business math in performing accounting duties;
- Modern office practices, procedures, terms and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Standard methods of filing in alphabetical order, numeric order and chronological order;
- Basic website maintenance;
- Business office telephone techniques and etiquette.

Ability to:

- Perform mathematical computations used in District related financial record keeping and accounting;
- Make arithmetic calculations with speed and accuracy;
- Review, check, verify the accuracy of data;
- Prepare clear and accurate financial reports;
- Maintain accurate financial and statistical records and 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;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Learn and apply methods and procedures used in maintaining a website;
- Follow written and oral instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using

tact, patience, and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS

Education:

- High School Diploma or equivalent;
- 12 units of coursework in accounting/bookkeeping or business management.

Experience:

- One (1) year of progressively responsible accounting or bookkeeping experience. OR
- Two (2) years of progressively responsible accounting or bookkeeping experience. (One (1) year of experience may be substituted for the 12 units of coursework in accounting/bookkeeping or business management).

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:

While performing the duties of this job, the position is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires sitting, reaching, and grasping. The incumbent may: occasionally stand, lift, carry, stoop, kneel and crouch; rarely grip, stand, push, pull, and climb. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 35

Classified Bargaining Unit

Past Revisions: 11/00, 6/10/04, 1/8/09, 5/9/13

Job Description Review and Revisions Effective: 4/14/16