



Fremont Union High School District

Position: Senior Accounting Clerk

Department/Site:	Business Services	Range:	109
Reports to/ Evaluated by:	Business Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of a Business Administrator, performs financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. Assumes responsibility for one or more elements within a complete accounting system such as customer accounts receivable, accounts payable, cash, fund accounts, and limited-scope financial data. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

The Senior Accounting Clerk is capable of performing all of the following, however, will usually specialize in cash, accounts receivable, account payables, or related area.

- Performs complex and technical accounting duties related to assigned accounting areas. Establishes, monitors and maintains assigned accounts..
- Identifies, verifies and corrects standardized account codes, budget authorization, and available and qualifying budgets.
- Monitors transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff.
- Maintains backup documentation for accounting transactions such as checks mailed. Reviews and verifies that vendor statements and/or paid invoices have been posted to correct accounts. Prepares payment schedules and current check listings. Maintains records of check documents and payment histories.
- Provides support toward establishing vendor/contractor accounts. Secures appropriate signatures and other supporting information contained in files.
- Receives and processes payments and requests for items such as, but not limited to, property tax exemption reimbursement and developer fees.
- Receives cash and cash equivalent from a variety of sources. Verifies amounts and balances to supporting documentation. Enters information into appropriate accounts as required. Prepares deposits and other transmittals.
- Reconciles and compiles periodic reports to show statistics such as cash receipts, accounts payable, and accounts receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.
- Prepares documents such as invoices and account statements. Follows up with customers on account balances that are outstanding, or involve multiple fiscal years. May recommend remedial action, write-off of account balances, or settlements negotiated to resolve account disputes and delinquencies.

- Creates and maintains files containing contract and tax withholding information for manual monthly payments and verifies payment authorization. Sets up and maintains various tickler files for recurring transactions.
- Reviews and processes miscellaneous items related to accounts payable and accounts receivable such as credit cards and open purchase orders.
- May perform or assists with posting journal entries to general ledger following established instructions and procedures for corrections and other adjustments.
- May prepare financial reports or supporting information for reports such as sales tax and Form 1099. Reconciles cash, accounts payable and receivable, and other current accounts.
- Provides administrative support to projects and special assignments that involve obtaining information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities.
- Assists others with resolving problems with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Assists external auditors as requested in reviewing the District's financial records, reports and transactions
- Participates in year-end closing procedures for assigned accounting areas.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.
- Requires knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, cash management and disbursements.
- Requires knowledge of computer-aided accounting systems to maintain accounts, enter accounting transactions, and extract detail and summary information.
- Requires basic knowledge of financial statements and accounting performance (variance) reports.
- Requires knowledge of office clerical procedures and computer-aided office productivity software.
- Requires sufficient writing skills to prepare routine business correspondence, document work processes, and write account footnotes.
- Requires sufficient math skills to compute totals, extensions, allocations, ratios, quotients, and percentages.
- Requires sufficient human relation skills to convey policies and procedures and to deal cooperatively with others on accounting transactions.
- Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information.
- Requires the ability to learn various vendor accounting requirements and cycles.
- Requires the ability to search, compile, and interpret accounting data.
- Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Requires the ability to perform accounting and general math computations quickly and accurately.
- Requires the ability to organize and prioritize work to meet deadlines and timetables.
- Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors and outside agencies.
- Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by two years of college level course work in accounting, bookkeeping or related field.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.