

WISEBURN UNIFIED SCHOOL DISTRICT

ACCOUNTING AND BUDGET CLERK/RECEPTIONIST II Classified Position

DEFINITION

Under general supervision, performs complex and difficult work in the preparation and maintenance of school financial and statistical records; processes financial documents, maintains related records and prepares routine financial reports; maintains inventory records and performs related work as required.

EXAMPLES OF DUTIES

The position includes but is not limited to the following list of representative duties:

- Compiles, tabulates, checks, and files financial and statistical data using computer data base. E
- Independently prepares and maintains a complete set of District financial records; receives and checks financial documents for accuracy and compliance with legal and procedural requirements. E
- Keeps simple financial records and processes documents involved in financial transactions. E
- Checks invoices against purchase orders, verifies computations, assigns account classifications, and prepares warrants. E
- Maintains inventory and property records, posting changes regularly, and posting current prices.
- Prepares and maintains records of District equipment, posting items purchased, sold or discontinued.
- Inputs information to County Office of Education on computer such as "B" warrants, budget documents and other miscellaneous documents. E
- Prepares invoices; collects miscellaneous monies, writes receipts and makes deposits to County Office of Education. E
- Independently prepares reports and assists in compiling, computerizing and checking used for preparation of District budgets and various reports. E
- Maintains log and tickler file of all District consultant agreements and advises Superintendent of those needing to be renewed on a timely basis. E
- Processes liability insurance claims, and processes and files accident reports filed by schools. E
- Process telephone, electronic and paper communications. Screen calls, record and relay messages, process mail, copy all correspondence and file in accordance with established procedures. E
- Performs other duties as required.

Note – Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

Reports To:

Chief Business Official

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Microsoft Word, Windows 95, Word Perfect, Excel, and Internet.
- Modern office principals, procedures, and terminology.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Make arithmetic computations rapidly and accurately.
- Proficiently operate 10-key calculating machine.
- Maintain financial records.
- Operate office equipment such as computer, calculator, copier, fax machine, etc.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationship with those contacted in the course of work.
- Understand and speak Spanish.

Education:

Any combination equivalent to graduation from high school including or supplemented by courses in bookkeeping. A high school diploma is desired.

Experience:

Two years of experience in keeping financial, statistical or inventory records.

Working Conditions:

Office environment, subject to constant interruptions.

Physical Abilities

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

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Vision (which may be corrected)
Hearing (which may be corrected)
Speech
Dexterity of hands and fingers
Sitting and standing for extended periods of time
Bending at the waist
Strength

to read small print and maintain records.
to communicate with staff, to talk on phone.
to communicate with staff, to talk on phone.
to operate office equipment.
to perform required duties.

to pick up office materials / equipment
to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.

Revised: September 2015

Board Approved: