

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Account Clerk

DEPARTMENT/DIVISION: Business Services

POSITION SUMMARY:

Under general supervision, the Account Clerk performs complex work in the keeping of financial and/or statistical records and provides a variety of clerical and technical support.

ESSENTIAL FUNCTIONS:

1. Serves as support for staff, committees, groups and organizations operating within the Department.
2. Assists with developing, updating and maintaining department budget(s).
3. Prepares and maintains department and/or state required financial statements for review.
4. Calculates and prepares a variety of daily, weekly, monthly and/or annual reports.
5. Opens, verifies, balances and adjusts accounts.
6. Posts, checks, assembles, tabulates, audits and compares statistical and financial data; enters data into computer.
7. Performs a variety of typing assignments including statistical and financial data; may compose routine letters and memoranda from verbal and/or written instructions.
8. Prepares, reviews, distributes, and corrects a variety of documents for accuracy and compliance with rules and regulations including payroll documents, travel claims, purchase orders, expenditure/revenue transfers, warrant cancellations, journal entries, deposit forms, etc.
9. Types purchase orders and requisitions, and places orders for routine purchases and lease purchase agreements.
10. Confers with suppliers concerning orders, deliveries, back-orders, and follow-up.
11. Reviews purchasing activities and takes action as required.
12. Verifies compliance with all State, Federal, and local laws, regulations and procedures pertaining to purchase, delivery, receipt, storage, use, and payment of materials, supplies, and equipment.
13. Ensures that all items requiring Material Safety Data Sheets for hazardous chemicals are properly identified and received and that users are informed of special handling and data requirements.
14. Answers questions concerning the status of an order placed, and troubleshoot problems concerning websites.
15. Verifies budget and accounting codes and processes fund transfers.
16. Reconciles department bank accounts.
17. Maintains fiscal records and/or worksheets for all calculations, extensions, and verifications related to record keeping for assigned accounting and/or fiscal areas.
18. Reviews, maintains, and processes fiscal/accounting records and transactions related to accounts payable and accounts receivable.
19. Monitors and records disbursement requests and receipts.
20. Maintains files in current status.
21. Verifies expenditures per department budget and contract, checks documents for proper budget authorization before processing.
22. Files claims for reimbursement of expenditures.
23. May prepare journal vouchers, entries to provide full documentation for all record keeping functions related to assigned department, program area(s) and/or district accounts.

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24. Maintains and balances general ledger accounts
25. Develops and assists in the implementation of policies and procedures for the department.
26. Maintains regular and prompt attendance in the workplace.
27. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. A minimum of two years of successful experience in educational finance, business school or equivalent is required. Graduation from a two-year college in accounting, business or office management desired. Possess a valid California driver's license. Willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
2. Knowledge of methods of practices of financial record keeping, double-entry bookkeeping methods.
3. Knowledge of school district or construction industry practices and procedures in program/fund/project accounting.
4. Ability to calculate mathematical equations with speed and accuracy.
5. Ability to operate a variety of modern office equipment.
6. Ability to perform responsible clerical work requiring independent judgment with speed and accuracy with minimal supervision and direction.
7. Knowledge of intermediate computer skills including, but not limited to generating computer spreadsheets as a management tool, financial and inventory software.
8. Ability to type at a speed of 60 words per minute from clear copy.
9. Ability to prioritize multiple tasks and apply time management skills.
10. Ability to organize, schedule and follow-through on all office activities.
11. Ability to coordinate the flow of communications, schedule meetings and conferences.
12. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter, operate standard office equipment for extended periods of time, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Squat, stoop and/or bend over.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at shoulder height for short distances.
9. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff, students, parents, and the public.

SALARY : Classified Range 35

Board Approved: TUSD 9/24/2002
Revised 10/09/2007