

Oak Grove School District

JOB TITLE: **ACCOUNT CLERK II**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform responsible and technical accounting functions in support of a specialized program(s) and/or fiscal services. Employees in this classification receive general supervision from a supervisory level or his/her designate and within a framework of standard policies and procedures. This job class performs specialized accounting and support services within an assigned department, program(s), and or District assigned area(s). This job class acts as a resource person regarding assigned area(s) and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be fully exercised in relation to specific area(s) of responsibility.

TYPICAL DUTIES

- Maintains financial records and processes documents involved in financial/special reporting transactions
- Maintains accounts payable and accounts receivable; ledger accounts; balancing such accounts and checking and correcting irregularities
- Assists in making financial and statistical reports of records and accounts maintained
- Sets up and maintains bookkeeping records and/or worksheets for all calculations, extensions, and verification related to the record keeping for assigned program and/or fiscal areas such as accounts receivable/accounts payable, student body funds, stores/warehouse accounting, etc.
- Prepares District's monthly and special billings for payment
- Prepares journal vouchers and ledger entries to provide full documentation for all record keeping functions related to assigned departmental/program areas
- Prepares required documents for stop payments, stale dated and voided warrants
- Receives money, maintains records of receipts, and prepares cash receipts for counting
- Distributes petty cash
- Calculates, prepares, and sends out invoices for District services and facilities
- Prepares bank deposits, and monitors status of assigned accounts
- Assists in closing accounts at year's end

TYPICAL DUTIES (Continue)

- Researches problem areas, questions, or areas of concern: tracing payments, credits, invoices; contacting vendors, suppliers, contracting agencies, and/or consultants as necessary to find appropriate answers
- Performs a variety of clerical activities including filing, typing, and processing to complete assigned duties
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of the purposes, methods, and practices of financial record keeping
- Knowledge of general accounting and bookkeeping principles and procedures as it relates to assigned area(s) of responsibility
- Knowledge of modern office methods and procedures
- Skill to learn the appropriate rules, regulations, and technical procedures used in assigned area(s) of specialization
- Skill to understand and carry out directions in an independent manner
- Skill to apply general rules and regulations to specific cases
- Skill to perform technical arithmetic calculations accurately and rapidly
- Skill to type accurately
- Skill to operate office machines and equipment including computer terminal, calculator, and copy machine
- Skill to establish and maintain a variety of record keeping systems and prepares a variety of financial and statistical reports as it relates to assigned area(s) of responsibility
- Skill to identify and correct errors in a variety of mathematical computations and financial documents
- Skill to effectively communicate in both oral and written form
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- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties