

JOB TITLE: ACCOUNT CLERK I

To perform routine but responsible record keeping and clerical functions as it relates to the processing of standard forms, monies, and/or related accounting operations. Employees in this classification receive direct supervision from a departmental supervisor or his/her designate and within a framework of standard policies and procedures. This job class is an entry level into a technical accounting series and requires the accurate processing of assigned functions according to established operating procedures.

TYPICAL DUTIES

- Responsible for the procurement of substitutes for staff absences (Child Nutrition Services)
- Receives written information or data, posts to records, ledgers, or files, and checks work performed
- Checks extensions, additions, and calculations on invoices, inventories, requisitions, purchase orders, receiving slips, bank statements, menu production, worksheets, free lunch applications, and similar forms
- Counts money received from schools and prepares for bank deposit
- Sorts, distributes and files or mails forms, documents, correspondence, and similar paper work, following specific procedures
- Performs arithmetical calculations
- Collects and compiles data from various sources; verifying accuracy, totaling, posting, and recording figures to appropriate documents, etc.
- Prepares vendor invoices for payment; writing warrant requests, batching and calculating totals
- Audits breakdown of expenditures; verifying extensions and computing discounts and sales tax
- Types forms, letters, and requests; performing various clerical functions as necessary
- Provides information to the public, employees or other agencies regarding specific financial and/or statistical records maintained or processed as necessary
- Provides standard forms and explains how to complete them and answers requests for factual information by consulting various available sources

TYPICAL DUTIES

- Contacts vendors and/or District personnel in the reconciliation of discrepancies between invoices and purchase orders
- Assists with postings, billings, payments, reconciliation, statements, and balancing
- Assists in preparing financial and statistical reports as necessary
- Performs other related duties as required

MINIMUM QUALIFICATIONS (Continued)

- Knowledge of proper office methods and procedures
- Knowledge of basic financial/statistical record keeping methods and procedures
- Skill to read and write at a level sufficient for the successful performance of required duties
- Skill to understand and carry out a variety of oral and written directions
- Skill to perform arithmetical calculations accurately and rapidly
- Skill to accurately type forms and reports including numerical and/or tabular data
- Skill to set up and maintain a variety of financial/statistical records
- Skill to operate a variety of office equipment including adding machines, copying machines, calculators, typewriter, computer terminal
- Skill to communicate effectively in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

WORKING CONDITIONS

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a telephone system
Hearing and speaking to exchange information in person and on the telephone
Bending at the waist, kneeling or crouching
Sitting for extended periods of time
Seeing to read
Light lifting up to 14 lbs.

Ability to meet the physical requirements necessary to safely and effectively perform the required duties.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the list of duties performed for this position. Additional related duties are performed by the individual currently holding this position and additional duties may be assigned.

Modified February 15, 2017
Board Approved May 25, 2017