

Oak Grove School District

JOB TITLE: **ACCOUNT CLERK III**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform advanced clerical accounting and auditing functions in the control, maintenance and processing of assigned District accounting, statistical, and financial records; to prepare fiscal reports for submission to various federal, state and other agencies; and to act as data processing computer system backup as required. Employees in this classification receive limited supervision from a departmental supervisor within a framework of standard policies and procedures. This job class exercises responsibility for providing complex clerical accounting and auditing support in the processing, control, and maintenance of assigned district accounts and fiscal record keeping functions. This job class functions at a senior journey level of classification and requires a high degree of independent judgment, decision making, planning, and analytical skills as well as a thorough knowledge of assigned clerical accounting area(s) and associated accounting rules, procedures, and requirements.

TYPICAL DUTIES

- Maintains, controls, audits, and processes assigned accounts where judgment, knowledge, and interpretation of established accounting principles and requirements are utilized
- Establishes and maintains a variety of ledgers
- Audits accounts or financial records on a continuous basis
- Analyzes and projects need for transfer of funds and balances assigned accounts; processes transfer requests
- Projects estimated expenditures in advance of occurrence and maintains/updates expenditure records
- Prepares clear and accurate fiscal reports for various governmental agencies requiring current knowledge and interpretation of governmental regulations and requirements related to assigned financial and budgeting projects/accounts
- Prepares and codes invoices and maintains records for district debtors
- Controls, oversees, and performs aging of accounts receivable; prepares appropriate billings to include leases
- Assists in year-end closing of the District's Book of Accounts
- Handles cash and other funds received; records and prepares deposit slips for bank deposits
- Tabulates, audits, and records charges for replication to appropriate program accounts
- Inputs records of financial transactions on computer terminal for data processing; updates and revises records as necessary
- Maintains revolving and trust fund accounts, disbursing cash and verifying expenditure records
- Assists in operating data processing equipment for a variety of accounting functions; assists other staff in the proper processing of data to generate desired reports and printouts

TYPICAL DUTIES (Continue)

- Performs accounts payable functions for assigned accounts and maintains spread sheets
- Prepares 1099 forms for individual service contractors
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures
- Knowledge of general accounting/bookkeeping methods and procedures
- Knowledge of school district accounting principles and procedures as related to assigned area(s) of responsibility
- Knowledge of data processing as related to financial record keeping functions
- Skill to understand and carry out a variety of complex directions without continuous supervision
- Skill to establish and maintain accurate ledgers, accounts and other fiscal records
- Skill to perform technical arithmetical calculations accurately and rapidly
- Skill to establish and maintain detailed financial records and to prepare accurate financial and statistical summaries and reports
- Skill to assemble, organize, audit, and analyze data in an effective and useful manner
- Skill to apply rules and regulations to specific cases
- Skill to reconcile differences within the record keeping system using mathematical skills and an understanding of the record keeping system and related transactions
- Skill to operate a variety of standard office machines and equipment such as typewriter, calculator, copier, bursting machine, computer terminal, printer, and decolorator
- Skill to type accurately at a rate required for successful job performance
- Skill to locate and provide sound analysis of data found in a variety of fiscal accounts and transactions to include estimates, invoices, and reports
- Skill to identify and correct errors in a variety of mathematical computations and financial documents
- Skill to communicate effectively in both oral and written forms
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties