

JOB DESCRIPTION
San Diego County Office of Education

ACCOUNT CLERK III

Purpose Statement:

Under general supervision, the Account Clerk III performs complex clerical accounting work involved in the maintenance, review and processing of accounting, financial or statistical records, reports and accounts; provides work direction and guidance to support staff of an assigned work unit.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coordinates with other staff for the purpose of completing projects, payroll, and work orders efficiently.
- Informs personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews, audits, and provides technical guidance on all expenditures of school districts within San Diego County, and ensure their compliance with established codes, laws, regulations, policies, and procedures.
- Provides final authorization action in processing expenditures, and provides technical guidance and support to school district staff, key managers, and Chief Business Officials in resolving audit failures.
- Coaches school districts on regulatory compliance requirements ranging from typical expenditures to complex work projects.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, payroll records, attendance, etc.) for the purpose of providing an up-to-date record and audit trail for compliance.
- Monitors account balances and related financial activity (e.g. computes and proves payroll deductions) for the purpose of ensuring that allocations are accurate, related

revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

- Facilitates the transfer of commercial, payroll warrant and other financial information between the County Office of Education and County Auditor's Office.
- Reviews complex financial transactions and related information for legally acceptable expenditures as defined by relevant laws, Education Codes, and regulations, and trains other staff members as needed in the commercial warrants auditing process.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g., reports, procedures, transmittals, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal, and administrative requirements.
- Processes a variety of fiscal information (e.g., accounts payable, accounts receivable, checks, warrants, vouchers, purchase orders, payroll) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, invoices, payroll records, leave balances, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Analyzes fiscal data (e.g., contracts, reports, data, etc.) for the purpose of determining feasibility of service within budget parameters and making recommendations.
- Assists auditors for the purpose of providing required information and coordinating necessary project activities.
- Presents information on procedural topics for the purpose of communication information and ensuring adherence to established internal controls.
- Recommends policies, procedures, and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Assists and provides technical direction to other staff for the purpose of supporting them in the completion of their work activities.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Practices, procedures, and terminology used in accounting financial and statistical records keeping systems.

Applicable federal, state, local laws, and policies.

The use of automated systems for processing accounting, purchasing, and payroll.

Current office practices, procedures, equipment and technology.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Prepare financial reports and to maintain ledgers and journals.

Analyze data utilizing defined but different processes.

Work with data of different types and/or purposes.

Gather, collate, and/or classify data.

Schedule activities.

Independently perform varied clerical assignments.

Operate standard office equipment.

Flexibility in working with others under a variety of circumstances.

In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate and with equipment it is moderate.

Perform overtime as needed.

Work effectively independently and as part of a team with minimum supervision.

Organize and prioritize work.

Exercise appropriate judgment in making decisions.

Maintain confidentiality of information.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly, accurately and with attention to detail.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Targeted job related education that meets the prerequisite requirements.

Experience: Four years of experience in financial, statistical or fiscal record keeping work.

Equivalency: A combination of training and experience which would clearly demonstrate possession of the knowledge and abilities stated above. A typical qualifying background would include: four years of experience in financial, statistical or fiscal record keeping work. Targeted job related education that meets the prerequisite requirements. One year (24 semester/36 quarter hours of coursework) of approved college level accounting or business training, including principles of accounting may be substituted for one year of the required experience.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 048

Personnel Commission Approved: March 1991

Revised: 03/1991; 06/1996; 11/2003; 12/2003; 09/2015; 06/2020; 06/2024