

WISEBURN UNIFIED SCHOOL DISTRICT

ACCOUNTING AND BUDGET CLERK

Classified Position

DEFINITION:

Under general supervision, performs complex and difficult work in the preparation and maintenance of school financial and statistical records; processes financial documents, maintains related records and prepares routine financial reports; maintains inventory records and performs related work as required.

REPORTS TO: Chief Business Official

DISTINGUISHING CHARACTERISTICS: N/A

EXAMPLES OF DUTIES:

- Compiles, tabulates, checks, and files financial and statistical data using computer databases. E
- Independently prepares and maintains a complete set of District financial records; receives and checks financial documents for accuracy and compliance with legal and procedural requirements. E
- Keeps simple financial records and processes documents involved in financial transactions. E
- Checks invoices against purchase orders, verifies computations, assigns account classifications, and prepares warrants. E
- Inputs information to the County Office of Education on computers such as "B" warrants, budget documents and other miscellaneous documents. E
- Independently prepares reports and assists in compiling, computerizing and checking used for preparation of District budgets and various reports. E
- Maintains log and tickler file of all District consultant agreements and advises Superintendent of those needing to be renewed on a timely basis. E
- Maintains a wide variety of fiscal information, files and records (contracts, journals, purchase orders, invoices, construction files, construction payment documentation, food service and preschool refunds, vendor payments and consultant contracts).
- Maintains vendor database, changing and adding new vendors and tax documentation into computer database.
- Reviews and processes incoming invoices and business communications.
- Enters warrant requests into the county database; verify for accuracy; process for signatures.
- Processes 1099's, CP2100, Lease Exemption forms, payment requests, invoices; verify account balances and research discrepancies.
- Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- A variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets etc.
- Modern office principles, procedures, and terminology.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Makes arithmetic computations rapidly and accurately.
- Proficiently operates a 10-key calculating machine.
- Maintains financial records.
- Operates office equipment such as computer, calculator, copier, fax machine, etc.
- Understands and carries out oral and written instructions.
- Establishes and maintains effective relationships with those contacted in the course of work.
- Understands and speaks Spanish.

Experience:

Two years of experience in keeping financial, statistical or inventory records.

Education and/or Licensure:

A high school diploma or its equivalent including or supplemented by courses in bookkeeping.

WORKING CONDITIONS:

Office environment, subject to constant interruptions.

Physical Abilities:

Vision (which may be corrected)	to read small print and maintain records
Hearing (which may be corrected)	to communicate with staff, to talk on phone
Speech	to communicate with staff, to talk on phone
Dexterity of hands and fingers	to operate office equipment
Sitting for prolonged periods of time	to perform required duties
Bending at the waist	to pick up office materials/equipment
Strength	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs on an occasional basis