COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

June 1983

Account Clerk III

DEFINITION

Under general supervision, to supervise and participate in the maintenance of District accounting records; to supervise and participate in the preparation and processing of the District payrolls; to perform difficult account recordkeeping work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform the most difficult account recordkeeping work and are assigned lead responsibilities for training and supervising the work of other employees. Incumbents in this classification will be expected to have a complete working knowledge of their assigned area of the account recordkeeping system as well as some general knowledge of the District's entire fiscal recordkeeping procedures and policies.

EXAMPLES OF DUTIES

Plans, supervises and participates in the posting, assembling, tabulating, checking and filing of financial data; prepares and checks warrants, invoices, payroll and time records, requisitions and similar fiscal documents; opens, verifies, balances and adjusts accounts and maintains ledger systems; keeps various financial or statistical records requiring the frequent use of independent judgment; keeps financial records and processes documents involved in financial transactions; makes and verifies extensions; keeps expense ledger accounts; prepares financial reports and statements; sets up and checks payroll sheets and writes payroll warrants; keeps ledger accounts, balancing such accounts, checking and correcting irregularities; anticipates and plans changes in office methods and procedures and standards of performance; reviews records processed and advises personnel on complex and difficult aspects of work; prepares reports as requested, such as giving detailed information on the status of accounts; provides technical information and assistance to other office and District personnel; assists in the research and preparation of special reports and projects; assists in budget preparation; assists in selection and assignment of subordinates.

REQUIRED QUALIFICATIONS

Knowledge of:

Accounting and financial recordkeeping methods, practices and procedures, especially as they pertain to school district accounting systems;
District and office policies, procedures and rules;
Modern office practices and procedures;

Recordkeeping and report preparation procedures;
Basic principles of employee selection, supervision and training.

Ability to:

Supervise and train assigned personnel;
Plan, organize, assign and review the work of subordinate personnel;
Perform complex financial recordkeeping work;
Prepare clear and accurate financial statements, reports and analyses;
Perform responsible payroll accounting and preparation work;
Apply accounting and bookkeeping principles to special school district requirements;
Make arithmetical calculations quickly and accurately;
Operate calculating and adding equipment with speed and accuracy;
Assist in the preparation of special reports;
Update and maintain a variety of statistical and financial files and records;
Meet the public tactfully and courteously and answer questions in person and over the telephone;
Understand and follow oral and written instructions;
Establish and maintain cooperative working relationships;
Type accurately from clear copy;
Analyze situations accurately and adopt an effective course of action.

Training and Experience

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Three years of experience in financial, accounting or statistical recordkeeping duties performing duties comparable to those described above, preferably for a unified school district and including some experience in a lead or supervisory capacity.