

ADULT SCHOOL ATTENDANCE AND PAYROLL CLERK

DEFINITION

Under direction, to perform difficult and complex recordkeeping involved in the recording and maintenance of adult school attendance and payroll accounting; to perform a wide variety of technical and clerical duties related to the adult school program; and to do related work as required.

EXAMPLES OF DUTIES

Plans and performs the posting, assembling, tabulating, checking and filing of financial data; prepares complex attendance, apportionment and ratio reports; prepares adult school payroll; checks warrants, payroll and time reports, checking and correcting irregularities; maintains and records sick leave and other benefit data in conformance with established regulations and procedures; keeps various financial or statistical records requiring the frequent use of independent judgment; makes and verifies extensions; prepares and types accounting statistical reports; prepares base data for key punch and programming; anticipates and plans changes in methods and procedures and standards of performance.

REQUIRED QUALIFICATIONS

Knowledge of:

Purposes, methods and practices of District financial and account recordkeeping work;  
Policies, rules, procedures and regulations relating to the maintenance of attendance and payroll records;  
Office methods, practices, procedures and equipment;  
Basic data processing principles and practices.

Ability to:

Use independent judgment in maintaining a variety of financial and statistical records related to accounts payable, payroll and inventory activities;  
Maintain complex records, analyze data and prepare accurate reports;  
Make arithmetical calculations quickly and accurately;  
Assist in the preparation of special reports;  
Update and maintain a variety of financial and statistical records and files;  
Type at a rate of 40 words per minute from clear copy;  
Operate calculating and other office equipment;  
Follow oral and written directions;  
Deal tactfully and courteously with the public;  
Establish and maintain cooperative working relationships.

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Training and Experience:

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

Three years of increasingly responsible experience in financial or statistical recordkeeping work, preferably including experience in school attendance, payroll and accounting practices.