

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: INTERMEDIATE ACCOUNT CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs a variety of accounting clerical duties of above-average difficulty; maintains financial records and prepares reports; prepares and processes financial and statistical documents, reports, and materials.

DISTINGUISHING CHARACTERISTICS:

The Intermediate Account Clerk classification performs difficult and semi-routine clerical accounting duties independently. The Account Clerk classification performs routine clerical accounting and record-keeping duties under direct supervision. The Senior Account Clerk classification performs complex duties independently in several areas of clerical accounting.

ESSENTIAL DUTIES:

Maintains a set of financial records related to an assigned area of accounting; coordinates assigned area with other accounting functions.

Verifies, balances, and adjusts accounts; receives, verifies, and audits invoices and claims.

Prepares and processes warrants, invoices, budgets, requisitions, purchase orders, and other accounting-related documents.

Compiles, sorts, tabulates, posts, and compares financial and statistical data.

Prepares and generates a variety of financial reports and summaries; compiles and tabulates data for inclusion in departmental reports.

Assures the accuracy of assigned accounts; interprets and applies rules, regulations, and practices.

OTHER REPRESENTATIVE DUTIES:

Participates in the development and modification of automated accounting systems and procedures; provides input and recommendations regarding clerical accounting forms and procedures.

Prepares and types a variety of written materials; including correspondence, memoranda, lists, and reports.

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Provides information regarding accounting procedures to District employees, vendors and others; explains District policies and regulations as needed.

May make contacts with parents regarding participation and payment for special programs.

Participates in review and audits of assigned departments.

May make deposits.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the assigned supervisor.

Internal Contacts: Frequent contact with school and district personnel.

External Contacts: Some contact with vendors, bank personnel, auditors, Employment Development Department and employees of the Orange County Office of Education.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer workstation and other office machines.

District organization, operations, policies and objectives.

Oral and written communication skills.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Accounting and record-keeping practices, procedures, and terminology.

Applicable sections of the State Education Code, department specific regulations and other applicable laws.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Understand and follow both oral and written directions.

Operate a variety of software programs.

Perform work despite interruptions.

Perform work independently with minimal supervision.

Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.

Learn, apply, and explain office policies, rules, and practices.

Type at thirty-five net words per minute from clear copy.

Plan, prioritize and organize work; and meet schedules and time lines.

Prepare and maintain accurate records and reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) Completion of college-level coursework, equivalent to an A. A. degree from an accredited college in accounting or a closely related field and (2) two years of increasingly responsible clerical experience involving financial record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

PHYSICAL DEMANDS:

The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 20 pounds.

PREPARED BY: Classified Personnel Department DATE: 2/89

REVISED BY: Personnel Commission DATE: 10/18/05