

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: ACCOUNT CLERK II

CLASS CODE: 527

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs accounting and clerical tasks in the maintenance of ledgers and control systems on diversified accounts, reconciliation of bank statements, and preparation of financial reports, trial balances, and summaries; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents at this level must apply knowledge of basic accounting principles in performing such duties as maintaining relatively complex ledgers, reconciling bank statements, taking trial balances, and preparing a variety of federal and state reports based on analysis and interpretation of financial data.

Procedures are generally established, but judgment and initiative are required in making determinations based on guidelines, accounting manuals, education code, laws and other data. Although supervision is usually available, it is often exercised only through a review of completed work, and incumbents are expected to identify those problems which require attention from a supervisor.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Maintains journals and ledgers of income, expenditures, and/or encumbrances for multiple locations or accounts; posts transactions to financial and statistical records; monitors expenditures; initiates, prepares or processes expenditure of appropriation transfers; balances accounts and takes trial balances; prepares statements of financial activity; prepares a variety of state, federal, county, or other statistical reports or claims such as sales and use tax, state retirement, OASDI, unemployment insurance; reviews budget or payroll detail in preparation of reports; prepares bank deposits and reconciliations; assigns state accounting code numbers to income and expenditure items; distributes and accounts for petty cash funds; maintains revolving funds and issues checks or warrants; collects and accounts for money or maintains records of cash received from a variety of sources; researches inquiries from staff, county, auditors and others referring only unusual situations to supervisor; pre-audits and codes various kinds of claims and prepares for payment; reconciles data processing detail and county records with district ledgers and researches discrepancies; assists in departmental budget development including analyzing prior year expenditures, projecting salaries, or preparing cost studies; closes fiscal or calendar year contracts; prepares transmittals to county office; prepares billings and invoices including program charges and cash repays; provides information to other departments on appropriate procedures; coordinates accounting functions with other departments or sites; maintains records on attendance, personnel, vehicle use, inventory, payroll costs, or a variety of other specialized records related to administrator's area of responsibility; types memos, lists,

reports, and other tabular material; orders supplies; performs filing and other miscellaneous clerical duties; operates a typewriter, 10-key calculator, reproduction machines, microfiche, and check writing machines; may be required to perform on the latest office machines, including, but not limited to: word processing equipment, on-line computer terminals, printers, scanners and related equipment.

QUALIFICATIONS:

Education and Experience:

Education or training in book keeping or accounting and/or previous experience in the maintenance of accounting or financial records.

Knowledge and Abilities:

Knowledge of principles, procedures, and terminology used in accounting work;

Knowledge of general office practices and procedures;

Ability to type and operate 10 key calculator and standard office machines;

Ability to post data and make arithmetical computations rapidly and accurately;

Ability to work accurately under pressure;

Ability to follow oral and written instructions with a minimum of direction;

Ability to write legibly;

Ability to establish and maintain effective working relationships with others;

Ability to read and interpret federal, state and other appropriate accounting regulations and procedures;

Ability to perform research and prepare reports, compiling information from a variety of sources.

Physical Characteristics:

With or without the use of aids: Sufficient vision to see small print sufficient hearing to hear normal and telephone conversation; sufficient dexterity to write, operate telephone, typewriter and business machines.

Board Approved: 3/30/76

Revised: 10/21/81

Revised: 2/10/87