

Redlands Unified School District

## ACCOUNT CLERK III – FOOD SERVICE

### DEFINITION

Under general supervision, perform specialized clerical work of a more responsible nature in connection with keeping and auditing financial or statistical records; utilize manual, machine, and computer-assisted processes; perform difficult accounting functions; and do other related work as required.

This is a fiscal recordkeeping class involving work which is performed generally according to established procedures. This position includes a variety of duties in one or more areas of the District-wide accounting systems. The duties listed below are typical of the class collectively, but no one position would necessarily include all of these duties.

### EXAMPLES OF DUTIES

Originate and maintain forms and records of District personnel for payroll and personnel purposes; prepare or audit invoices, purchase orders, and similar fiscal documents; make arithmetical calculations for programs as assigned; prepare or assist in preparing accounting or statistical reports, registers, and schedules; may balance and reconcile warrant and check registers; prepare and input financial data pertaining to expenditure and inventory accounts in District, Food Service, and ASB accounts; perform data entry into a financial data base; may prepare trial balances and financial statements; may receive money and prepare a record of cash receipts; may operate a business machine in posting to records and files and in preparing journals and reports; receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines; assist and provide information to other agencies, district employees and others pertaining to financial record matters, issues and concerns; maintain accounting records in auditable condition; assist employees in matters pertaining to District policy concerning leaves of absence; gather, tabulate, check, and file statistical data pertaining to District-wide employee attendance; may perform lead functions with a specialized accounting or budget control system; maintain department's personnel files, including evaluations; interview and assign substitutes; and perform other related duties of equal complexity as assigned.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Standard office practices, procedures, and techniques;  
Methods, terminology, and practices of financial record keeping;  
Mathematical computing and record checking;  
Financial and fiscal report preparation and format;  
Organization and planning methods, trends, techniques, and practices;  
Familiarity with the operation of office machines;  
Standard office machines and equipment and computers.

##### Ability to:

Perform responsible fiscal clerical work with accuracy and without continuous supervision;  
Operate standard office equipment, including small to mid-sized computer and peripheral equipment;  
Understand and carry out oral and written instructions;  
Prepare, review, and analyze accounting and budget control records, summaries, and reports;  
Make accurate mathematical computations and verify the results;  
Perform double-entry bookkeeping and elementary accounting functions;

Ability to (continued):

Lead and advise other accounting personnel;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in elementary accounting, bookkeeping, business office organization and planning, or closely related fields.

Experience:

Two years of experience with functional responsibility for work in the preparation and maintenance of a variety of financial records.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I