

ACCOUNT CLERK II

DEFINITION

Under general supervision, to perform complex and responsible work in the keeping of financial or statistical records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

A major characteristic of a position in the class of Account Clerk II is a recognized functional responsibility for a relatively complex but homogeneous set of financial records of a District-wide significance. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of incumbents. An Account Clerk II is expected to solve independently a variety of problems relating to the records maintained or the procedures followed. Although supervision is generally available, it is often exercised only through review of completed work and incumbents are expected to identify for themselves those problems which require attention from supervisory personnel.

ESSENTIAL FUNCTIONS

Independently maintains a complete set of financial records, such as budget ledgers, cafeteria accounts, student store accounts or payroll records.

Receives financial documents, screens for accuracy and adherence to legal and procedural requirements, carries out procedural steps to insure or authorize payments or delivery, posts data to records, and checks and balances totals.

Prepares warrants or service reports.

Makes computations and changes to financial data, applying standard formulas and using predetermined guides.

Prepares financial reports and summarizes independently.

Makes up trial balances and recapitulations from records maintained.

May contact other agencies, districts, schools, and District employees to discuss financial records and transactions.

Gives authoritative information on records maintained.

May conduct routine correspondence independently.

May operate various office machines such as a typewriter, a calculator and computer.

QUALIFICATIONS

Knowledge of:

Personal Computers and related software, i.e. spreadsheets and word processing; methods and practices of financial record keeping; bookkeeping methods and terminology; modern office equipment, methods and procedures.

Ability to:

Perform responsible clerical work without continuous supervision; make arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; operate modern office equipment such as personal computer, calculator; understand and carry out oral and written instructions; work cooperatively with those contacted in the course of work; type at a speed of 30 words per minute from clear copy containing a large percentage of numerical or tabular data.

Experience:

Two years of increasingly responsible experience in the maintenance of financial or statistical records.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in typing and bookkeeping or accounting.