



Romoland School District

JOB DESCRIPTION

ACCOUNT CLERK

Job Summary:

Under direction, performs a variety of general clerical work in connection with maintaining and verifying manual, machine, or computer prepared financial and statistical records and reports; to assist in the preparation of fiscally related reports and records; and to do other job related work as required.

Essential Job Functions:

- **Performs** duties related to the assembly, tabulation, posting, filing and reviewing of accounting related data
- **Communicates** for the purpose of receiving, advising, and conveying fiscal information.
- **Maintains** fiscal information, files and records for the purpose of complying with established fiscal guidelines.
- **Processes** documents including invoices, purchase orders, warrants and inventory records.
- **Monitors** fund balances related to financial activity for the purpose of ensuring allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Prepares** documentation (e.g. invoices, ASB records, balance sheet reports, income statements, enrollments, payroll, budgets, etc.) for the purpose of providing written support, conveying documentation and/or complying with fiscal requirements.
- **Processes** various fiscal documents and reports (e.g. payroll, attendance, purchase orders, special projects, income reports, checks, deposits, receipts, etc.) for the purpose of updating information, maintaining accounts and budgets, and/or authorizing final action in compliance with policies, procedures and accounting requirements.
- **Reconciles** account balances (e.g. bank statements, cash receipts, school accounts and financial reports, etc.) for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- **Researches** financial information and/or documentation for the purpose of ensuring accuracy and adherence to policies and procedures.
- **Verifies** accuracy of reports and documents for the purpose of ensuring compliance with applicable guidelines and accounting requirements.

Other Job Functions:

- **Assists** other department personnel for the purpose of supporting them in the completion of their work.
- **Attends** meetings as required for the purpose of maintaining skills and gathering and/or conveying required information.
- **Responds** to inquiries for the purpose of providing information and/or direction as may be required.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill in the use of computers and accounting software applications. Skill in maintaining accurate records and applying general accounting practices. Skill in making arithmetical calculations with speed and accuracy. Skill in operating standard business machines and equipment. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Knowledge of basic methods, practices and terminology used in fiscal and financial record management; accounting/bookkeeping procedures; accounting principles and data processing ledger systems; fiscal and accounting reports, rules, regulations, policies, and procedures. Ability to problem solve and think logically with attention to detail.

Physical Requirements: The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Education and Experience Required: High School graduate or equivalent, supplemented by course work or training in accounting or bookkeeping. An Associate Arts Degree or two years college level accounting or business course work desirable. One year of experience in financial, statistical or fiscal record-keeping.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance
- Written examination
- Keyboarding examination at 40 net words per minute from clear copy.

Employment Category: **Classified Bargaining Unit**