



Romoland School District

Job Description

Account Clerk/Receptionist

Definition

Under supervision; to perform 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; to act as a receptionist, route, and process intra-district and United States mail; and to do other job related work as required.

Examples of Duties

At the direction of an administrator: assembles, tabulates, checks, and files accounting related data; processes documents including invoices, purchase orders, warrants, and inventory records; may post to fiscal and financial records; may post to subsidiary ledgers; assist in preparing financial statements; review and balances machine and computer prepared reports; performs mathematical calculations; may receive money and maintain records of cash receipts; accounts for and prepares bank deposit documents; may prepare warrants and warrant registers; types requisitions and other related documents; maintains fiscal and financial related records and files; performs general clerical duties, including sorting, filing, duplicating, answering the telephone and maintaining the voice mail system, and responding to informational inquiries; greets employees and members of the general public and assists them by providing directions to offices and persons from whom they may receive assistance; may take and transmit messages; may sort, collate, and distribute materials; may post to records and develop files; maintains simple records pertaining to postal meter charges; may type lists, bulletins, reports, and routine correspondence; performs other related duties as required.

Qualifications

Knowledge of: Basic methods practices and terminology used in fiscal and financial record management; accounting/bookkeeping procedures; accounting principles and data processing ledger systems; operation of office equipment; financial and fiscally related report preparation, and formal modern office practices and procedures; correct English usage, spelling, grammar, and punctuation.

Ability to: Effectively and efficiently perform general accounting and clerical functions; make arithmetical calculations with speed and accuracy; effectively operate standard business machines and equipment; deal with members of the public and education community in a tactful and courteous manner; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Qualifications, cont.

Education and Experience: Equivalent to the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping. One year college level accounting or business course work desirable. One year of experience in financial, statistical, or fiscal record-keeping.

Licenses and/or Certificates: Possession of a valid California Driver's license may be required.

Other: Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.

Physical Demands and Working Conditions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy. *E*
- Able to demonstrate manual dexterity necessary to operate a variety of telecommunications equipment for a sustained period of time. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an "E".

Employment Status: Bargaining unit position/agency shop.