

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Account Clerk III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-31/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible and accurate accounting clerical work in support of accounts and budgets for assigned programs to provide reasonable, timely delivery of professional services ensuring the financial viability of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Process a variety of financial information including accounts payable, time sheets, invoices and accounts receivable for assigned accounts to provide reasonable, timely delivery of services. *E*

Enter data; verify data and reconcile accounts as necessary to ensure accuracy of information. *E*

Maintain budgets for assigned instructional or categorical accounts or funds to assist in ensuring the proper allocation of resources in support of student learning at grade level and beyond. *E*

Process various purchase requisitions and payments to vendors in a reasonable, timely manner. *E*

Process travel and conference reimbursements within District policies; process mileage claims and other reimbursements for District management and staff. *E*

Research data, maintain records and prepare various financial reports for District leaders and the Board as requested. *E*

Respond to inquiries from District staff regarding reimbursements, requests for information, clarification of District policy and other matters; process confidential or sensitive information as needed. *E*

Verify purchase requisitions for budgeted appropriation prior to purchase. *E*

Operate a variety of office equipment including but not limited to copiers, fax machines, computer and assigned software to input data and generate reports. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years accounting clerical experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting principles and procedures.

Methods and practices of financial record-keeping.

Data entry devices, care and use.

Start-up techniques for data entry devices to perform specific functions.
Office practices and procedures including basic functions of computer operations, scheduling and job flow.
Accounting methods and terminology.
Applicable California Education Code and District directives and policies.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform accounting clerical work without immediate supervision.
Make mathematical computations with speed and accuracy.
Prepare accurate financial reports.
Operate office machines.
Type with accuracy.
Communicate, comprehend and follow both oral and written directions effectively.
Learn new or updated computer systems/software programs to apply to current work.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Plan, organize and meet schedules and time lines.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of financial statements and reports; dexterity to operate a computer and other office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions