

Fiscal Services Account Clerk

DEFINITION:

Under the direction of the Fiscal Support Manager, performs a wide variety of accounting and clerical duties, maintains financial records, performs financial procedures demanding accuracy in maintaining and verifying records as well as compiling data and tabulating reports.

QUALIFICATIONS:

Experience: Two (2) years of full-time experience in one or more of the following areas, general accounting, or accounts payable.

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

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be assigned responsibility for performing general accounts payable duties within the Fiscal Services Department to maintain books of account and other financial records. Performs the day-to-day processing of accounts payable transactions to ensure that district finances are maintained in an effective, up-to-date, and accurate manner. Employees normally receive assignments in general terms. Since procedures are generally well established, employees are expected to learn their duties quickly and to work without close supervision in a relatively short period of time. Employees in this class work within established procedures but exercise limited judgment in handling individual situations, establishing methods and determining work. The Accounting Clerk represents the first level in a career path for clerical to professional accounting. Advancement to the Lead Account Clerk requires no less than two years as a Fiscal Services Account Clerk or equivalent and compliance with the stated qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Fiscal Support Manager, incumbent will:

- Performs accounts payable functions by matching purchase orders to invoices and entering the invoices into the applicable software according to department policies, procedures and deadlines
- Identifies errors or discrepancies and timely resolves them before processing
- Prepares and processes invoices and other financial documents manually or by using specialized automated software
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable.
- Prepares checks, including Fidelity Information Services (FIS) transactions, and backup documentation
- Performs a variety of financial record-keeping and reporting duties
- Prepares batches of invoices for data entry
- Provide assistance with issuing a batch of payments (weekly check run) to vendors as needed
- Prepares vendor checks for mailing
- Maintains updated vendor files and file numbers
- Reports sales/use taxes by calculating requirements on paid invoices
- Researches and resolves any outstanding balances on accounts and communicates with vendors in a timely manner
- Processes and reviews accounting postings
- Compares amount of payment with amount due to process and pay the correct amount of the invoice
- Posts invoice payment into the District's financial management software system
- Reviews invoice discrepancies in pricing, calculations, and taxes
- Ensures expenditure authorizations are signed

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- Audit figures, postings, and documents for correct entry, and mathematical accuracy
- Verifies balances, codes, and adjusts accounting records as necessary
- Ensures payments are posted in timely manner
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Responds to inquiries from external vendors regarding the status of invoice payments
- Prepare bank deposits by compiling data, verifying and balancing receipts, and sending cash, checks, or other forms of payment to bank and County Office of Education.
- Accurately maintains financial records
- Provides exceptional customer service to internal and external customers
- Performs other related duties as required

KNOWLEDGE:

- Account payable and maintenance of general ledgers
- Financial and statistical record-keeping techniques
- Applicable computer software applications such as Microsoft Excel, Word, PowerPoint, and Outlook
- Basic mathematical computations such as addition, subtraction, multiplication, and division
- Filing and recordkeeping systems and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Applicable laws, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software programs
- Telephone techniques and etiquette
- Computer programs for accounting functions such as spreadsheets, database management and others

ABILITIES AND SKILLS:

- Make arithmetic calculations with speed and accuracy
- Sort, code, categorize, tabulate, and file data
- Research problems and recommend solutions
- Check and compare information for completeness and accuracy
- Read, apply and explain policies, procedures, rules, and regulations related to an assigned work unit
- Organize and prioritize tasks to meet deadlines
- Maintain focus under pressure
- Understand and follow oral and written directions
- Operate a computer and applicable hardware and software and related office equipment
- Communicate effectively, orally and in writing
- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room

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levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.