

ACCOUNT CLERK I

DEFINITION

Under supervision, perform a variety of general clerical work in connection with maintaining and verifying manual, machine or computer prepared financial and statistical records and reports; prepare fiscally related reports and records; and do other related work as required.

This position includes a variety of duties in one or more areas of the District-wide accounting systems. The duties listed below are typical of the class collectively, but no one position would necessarily include all of these duties.

EXAMPLES OF DUTIES

Perform general clerical duties, including sorting, filing, duplicating, searching, answering the telephone and responding to informational inquiries; assemble, tabulate, check and file accounting and payroll related data; process documents including invoices, and warrants; perform arithmetical calculations and verify computations; perform a variety of functions using a computer; may receive money and prepare a record of cash receipts; assist with voluntary deductions; perform data entry; support in responding to payroll and accounts payable inquiries; assist with gathering files during internal and external audits; cross-check data entries against source documents; maintain accounting and payroll records in auditable condition.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Methods, practices, and terminology of financial record management;
Standard office machines, computers, and equipment;
Financial and fiscal report preparation and format.

Ability to:

Effectively and efficiently perform general accounting clerical functions;
Make accurate mathematical calculations;
Effectively operate standard business machines, equipment, and computers;
Communicate effectively in oral and written forms;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework on training in financial record maintenance, bookkeeping or related functional areas.

Experience:

One year of experience in general accounting clerical work, with some responsibility for machine or computer-assisted record management systems.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I

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