

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNT CLERK II (RANGE 21)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible and complex accounting clerical duties related to an assigned set of accounts typically involving a complete set of books for an assigned program or a specialized clerical accounting activity such as the compilation of ASB accounts on a District-wide basis; review, maintain, prepare and process accounting, financial and statistical documents, records and reports.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Account Clerk II classification perform complex duties in a specialized clerical accounting function typically with overall responsibility for a complete set of books for a specialized instructional or functional program. Account Clerk I incumbents are assigned responsible clerical accounting duties in an area such as accounts payable, accounts receivable and general food service accounting.

REPRESENTATIVE DUTIES:

Perform a variety of responsible and complex accounting clerical duties related to an assigned area of responsibility. **E**

Receive, audit, adjust and verify cash, receipts and financial and statistical documents; perform analysis and maintain controls; balance accounts and produce trial balances; assure accuracy, completion and compliance with legal and procedural requirements. **E**

Prepare a variety of District, County, State and federally-mandated reports; assist in preparing special, supplemental and year end reports, forms, records and documents; prepare income and expense reports. **E**

Review, verify, audit and process a variety of documents and accounts related to assigned accounting functions; assure accuracy and timely processing of monies, data, forms and reports. **E**

Compare, audit and verify numerical data and financial documents; detect, trace and correct errors and discrepancies; adjust accounts and data in accordance with District, State and federal laws and procedures. **E**

Maintain various financial and statistical records and reports; compute and reconcile financial and statistical data and transactions; post and prepare summaries, statements and reports. **E**

Input information into a computerized data processing system; sort, retrieve and analyze data and generate computer reports in accordance with established time lines.

E

Respond to issues and questions and provide information to employees, supervisors, students, vendors, the County and others; interpret, apply and explain laws, regulations, policies, procedures, contracts, Board actions and State Education Code. **E**

Operate a variety of office equipment including a computer terminal, typewriter, calculator, microfiche viewer and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Bookkeeping principles and financial record-keeping practices used in preparing financial or statistical reports in a system involving data processing.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Financial and statistical record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

ABILITY TO:

Perform complex clerical accounting duties involving independent judgment and initiative.

Prepare and maintain complex financial records, analyze data and prepare accurate reports.

Apply bookkeeping and financial record-keeping methods to assigned specialty area.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Compare numbers and detect errors efficiently.

Make arithmetic computations and tabulations with speed and accuracy.

Operate a variety of office equipment such as a computer terminal, typewriter, calculator, microfiche viewer and copier.

Type at an acceptable rate of speed.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. Three years increasingly responsible financial record-keeping experience including or supplemented by course work in accounting or bookkeeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Seeing to inspect financial or statistical records.

Hearing and speaking to communicate with District staff and the public.

Sitting for extended periods of time.

Bending, kneeling and reaching to retrieve and file records.

Dexterity of hands and fingers to file and operate office equipment.

Lifting moderately heavy objects.