

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNT CLERK I (RANGE 19)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible accounting clerical duties; maintain financial, accounting and statistical records and prepare reports; review, prepare and process financial and accounting documents, reports and materials.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I incumbents are assigned responsible clerical accounting duties in an area such as accounts payable, accounts receivable and general food service accounting. 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.

REPRESENTATIVE DUTIES:

Maintain financial and statistical records related to an assigned area of clerical accounting such as accounts payable, accounts receivable, child nutrition services and others; coordinate assigned area with other accounting functions. **E**

Verify, balance and adjust accounts; receive, verify and audit invoices, work orders and receipts for supplies, equipment and services; maintain control accounts and prepare trial balances; prepare income and expense reports; contact District personnel to verify orders, receipts and signatures. **E**

Prepare and process invoices, requisitions, purchase orders and other accounting-related documents for an assigned set of accounts; maintain records of payments, receipts and inventories; prepare list of warrants for approval for payment; distribute warrants to vendors and District personnel. **E**

Compile, sort, code, tabulate, post and compare financial and statistical data; verify availability of funds; prepare and balance enrollments and class size and attendance data; extend and balance accounts and post to various records, accounts and reports. **E**

Research errors, discrepancies and other issues or concerns; follow up on past due accounts including accounts payables; perform needed data input and corrections and prepare records and reports as required. **E**

Receive, monitor and audit a variety of data and reports; extract needed data from reports and records; interact with vendors and District personnel to provide information,

research discrepancies, correct errors, resolve problems and assist with preparation and maintenance of records and reports. **E**

Perform accounting duties regarding free lunch and reduced meal application processing. **E**

Receive, verify, balance and adjust accounts for receivables, fees and cafeteria sales; maintain financial records; deposit monies according to established procedures. **E**

Prepare and generate a variety of financial and statistical reports and summaries; enter, compile and tabulate data for inclusion in reports; prepare and type a variety of written materials including lists, correspondence and memoranda. **E**

Provide information regarding accounting policies, procedures and practices to District employees, vendors and others; explain District policies and regulations as needed. **E**
Input information into a computerized data processing system; arrange, retrieve and analyze data and generate computer reports; assist in review and verification of report accuracy and in resolving errors and discrepancies. **E**

Operate a variety of office equipment including a computer terminal, typewriter, calculator, copier and check-cutting machine. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting practices, procedures and terminology.

Financial and statistical record-keeping techniques.

Modern office practices, procedures and equipment.

Electronic data processing applications to accounting functions.

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

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

Basic research methods.

ABILITY TO:

Apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.

Maintain financial records.

Review and verify data and prepare accurate reports.

Learn to apply and explain rules, regulations, policies and procedures involved in assigned program and accounting clerical activities.

Compare numbers and detect errors efficiently.

Make arithmetic computations with speed and accuracy.

Operate standard office machines such as typewriter, calculator, copier and computer terminal.

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.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. Two years of 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.