

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Account Clerk II

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Two years general accounting and clerical experience preferably in a school district.

Education:

High school diploma or equivalent supplemented by 12 to 14 units of college level accounting or any equivalent combination of training and/or experience.

SUMMARY

Under supervision, as assigned by the Assistant Superintendent of Instruction, performs the clerical accounting duties involved in keeping and reviewing financial and statistical records, which may require independent solutions to various problems.

SPECIFIC RESPONSIBILITIES

1. Prepares and maintains financial and statistical records.
2. Prepares district deposits.
3. Posts, assembles, tabulates and compares financial data.
4. Makes arithmetical calculations and numbers invoices for payment.
5. Prepares purchase orders and audits invoices for county office.
6. Checks extension for purchase orders for encumbrance.
7. Posts encumbrances and expenditures.
8. Prepares checks for various funds.
9. Operates calculating, adding and other office machines including EDP Data Entry.
10. Performs other duties as may be assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- General clerical, office and accounting practices and procedures and bookkeeping systems.
- office machines and equipment;
- appropriate English usage and human relations.

AK:wmd

03/17/0

Approved: August 10, 1982

Ability to:

- Post and make arithmetical computations rapidly and accurately
- understand and carry out oral and written directions
- operate a variety of office machines and equipment
- establish and maintain cooperative working relationships, use a typewriter; work with EDP data entry

AK:wmd

03/17/0

Approved: August 10, 1982