

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Account Clerk III

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Three years general accounting/clerical/recordkeeping and one year experience in a school district.

Education:

High school diploma or equivalent. AA degree in accounting with a minimum of 15 units in accounting or any equivalent combination of training and/or experience.

SUMMARY

Under supervision, as assigned by the Director of Business & Finance, performs accounting clerical work related to maintenance of District accounts.

SPECIFIC RESPONSIBILITIES

1. Prepares financial reports computed from data generated by a variety of records;
2. Responsible for accounting functions related to proprietary funds;
3. Posts predetermined encumbrance totals;
4. Posts debits and credits to appropriate accounts;
5. Proves operations and balance ledgers;
6. Prepares reports/statements from ledgers;
7. Works from invoices, receipts, journals, transfer/adjustment orders;
8. Verifies warrants and prepares distribution sheets;
9. Operates various office machines including EDP Entry and calculating, adding machines, and typewriter;
10. Prepares checks for subsidiary funds;
11. Prepares district deposits;
12. Performs other related duties as 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 system;
- methods, practice and terminology used in school district financial/statistical clerical work;

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Approved: August 10, 1982

- operation of a bookkeeping machine and other office machines and equipment including the calculator and typewriter;
- appropriate English usage and human relations.

Ability to:

- Make arithmetical computations rapidly, accurately; understand, and carry out oral and written directions;
- post debits/credits to expense ledgers;
- prepare monthly reports/statements;
- operate a variety of office machines and equipment;
- establish and maintain cooperative working relationships.

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Approved: August 10, 1982