

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Account Clerk I

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

General accounting clerical work preferred.

Education:

High school diploma with two years of bookkeeping or 1 year college accounting or any equivalent combination of training or experience.

SUMMARY

Under supervision, as assigned by the Director of Business & Finance, performs a variety of general clerical accounting duties involving the preparation, checking and maintaining of District accounts and records.

SPECIFIC RESPONSIBILITIES

1. Performs repetitive tasks of posting, adding, computing, comparing and filing numerical data or statistical information;
2. Assembles, matches, sorts, tabulates and files data;
3. Assists in preparing accounting, statistical reports and schedules;
4. Performs clerical accounting and reconciles daily receipt and disbursement totals;
5. Prepares monies for deposit;
6. Operates calculating, adding and other office machines including EDP Data Entry;
7. 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, and accounting procedures using office machines.

Ability to:

-Make arithmetical computations rapidly and accurately;
-follow oral and written directions in an efficient manner;
-use a typewriter; work with EDP data entry.

Approved: August 10, 1982