MERCED CITY SCHOOL DISTRICT

CLASS TITLE: ACCOUNT CLERK

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a wide variety of routine accounting functions and other related work as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties including typing, filing, record-keeping, proofreading and processing information. ***E***

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel. ***E***

Provide clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions. ***E***

Maintain a variety of logs, records and files related to assigned office; compile information and prepare summaries and reports. ***E***

Receive and verify invoices and receipts for supplies, equipment and services; contact District personnel to verify orders, receipts and signatures. ***E***

Interact with vendors and District personnel to research discrepancies, correct errors and resolve issues. ***E***

Operate a variety of office equipment including typewriter, calculator, and duplicating machines. ***E***

Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required. ***E***

Receive, screen and distribute incoming U.S. mail, and distribute intra-district mail delivered
twice a day; process outgoing District mail through postage machine on a daily basis. ***E***

Assure that there are adequate funds in postage machine and process requisition to replenish when necessary. ***E***

Compile the monthly summary of postage charges for the school sites. ***E***

Prepare monthly billing log sheets for the District's Youth Enrichment Program (YEP). ***E***

Input the necessary data into an accounting program (Quick books), used for the monthly billing of YEP. ***E***

Maintain the open purchase order files which includes alphabetizing by vendor; receive any partial or completed purchase orders from the warehouse; research any discrepancies and correct any errors. ***E***

Compile invoices and partial or completed purchase orders to process for payment. ***E***

Maintain the "paid invoices" files in accounts payable; including year-end storage files. ***E***

Provide National Utility Service with copies of invoices for utility and telephone charges on a monthly basis. ***E***

Review monthly vendor statements for any unpaid invoices. (When time permits)

Perform related duties as assigned.

Employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Account Clerk works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
Basic accounting practices, procedures and terminology.
Financial and statistical record-keeping techniques.
Modern office practices, procedures and equipment.
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.

ABILITY TO:
Maintain financial records, review and verify data and prepare accurate reports.
Compare numbers and detect errors efficiently.

Make arithmetic computations with speed and accuracy.
Operate standard office machines such as typewriter, calculator, copier, computer terminal, personal computer and microcomputers.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Type at least 40 words per minute.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by course work in financial record-keeping and one year of bookkeeping or clerical work of a responsible nature.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate office equipment; seeing to collect money, make change and read, post and assure the accuracy of figures, records, and documents; hearing and speaking to exchange information.

Legal Reference:	California Education Code, Sections 45103, 45109
Policy Adopted:	July 7, 1975
Policy Revised:	March 3, 1981
Policy Revised:	June 5, 1984
Policy Revised:	June 30, 1998