CLASS TITLE: **SENIOR ACCOUNT CLERK**

DEFINITION: Under general supervision, performs analytical work in processing, recording and reporting the district's financial transactions; and performs related clerical work as required.

EXAMPLES OF DUTIES:

- Supervises and participates in the preparation and recording of financial transactions and the issuing of financial reports of a complex nature
- Supervises the audit of claims
- Audits budgetary classifications of expenditure documents
- Verifies, audits, codes and processes documents
- Interprets and applies rules and regulations
- Performs financial record-keeping operations which may include transfers, payments and posting to worksheets
- Establishes and maintains pertinent files and records
- Receives and deposits revenue
- Prepares and reconciles accounting reports
- Answers inquiries regarding procedural problems
- Trains and supervises subordinate employees
- Prepares and distributes payroll documents
- Operates standard office equipment
- May be required to travel to businesses outside the district

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of high school level bookkeeping coursework and three years of clerical experience with emphasis on the maintenance of fiscal records; or an equivalent combination of training and experience.

Knowledge of:

- Bookkeeping principles and practices including the keeping of financial accounts and records and the preparation of reports
- Office practices, procedures and equipment
- The laws, regulations, policies and specialized record-keeping procedures relevant to the department
- Effective supervisory techniques

Skill in:

- All phases of financial record-keeping
- Preparing financial reports according to established guidelines
- Establishing effective work relationships
- Training and supervising others
- Operating a variety of office equipment

***Ability to*:**
- Operate a computer keyboard

Licenses and Certificates:
- A valid California driver's license