CLASS TITLE: **INTERMEDIATE ACCOUNT CLERK**

DEFINITION: Under general supervision, perform work in processing and maintaining the district's financial and statistical records, and performs related clerical work as required.

EXAMPLES OF DUTIES:

- Performs financial record keeping operations, which may include transfers, payments, and posting to worksheets
- Verifies, audits, codes and processes documents
- Receives, sorts and files documents
- Prepares financial and statistical reports
- Interprets and applies rules and regulations
- Reconciles accounting transactions
- Reviews time sheets and makes payroll documents
- Prepares vendor checks
- Reviews absence verifications
- Responds to inquiries providing general information regarding payroll and/or accounting matters
- May be required to travel to businesses outside the district

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level bookkeeping coursework and two years of clerical experience with the emphasis on the maintenance of fiscal records.

Knowledge of:

- Bookkeeping terminology, principles and practices including the keeping of financial accounts and records and the preparation of reports
- Standard office practices , procedures and equipment
- The laws, regulations, policies and specialized record keeping procedures relevant to the department

Skill in:

- All phases of financial record keeping
- Making arithmetic computations rapidly and accurately
- The operation of a variety of office equipment
- Establishing and maintaining effective working relationships

Ability to:

- Learn to operate a computer and related software

Licenses and Certificates:

- A valid California driver's license