PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 19, 2005
Salary Schedule: # 20 Row: 22

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **ACCOUNT CLERK I**

JOB PURPOSE STATEMENT: To provide support to accounting functions; comply with district financial obligations, provide financial information/instructions and/or support to other personnel; ensure that district revenues are within budget and allocated accordingly; and provide financial services and processing of financial functions on a timely basis.

JOB FUNCTIONS:

- Maintains accurate fiscal/statistical information, files and records (e.g. to provide accounts payable, accounts receivable, profit and loss reports, abatements, contracts, student body activities, year-end closing of books, etc.) an up-to-date reference and audit trail for compliance (may use software applications)
- Prepares documentation (e.g. requisitions, purchase orders, warrants, conference requests, records of income, bank deposit documents, expenditures, budget transfers, statistical reports, correspondence, etc.) to update information and/or authorize final action in compliance with accounting requirements
- Processes various fiscal information to update information and/or authorize final action in compliance with accounting requirements
- Reconciles cash receipts (e.g. school accounts, bank accounts, claims reimbursement, etc.) to maintain accurate account balances and comply with related polices, practices and regulations.
- Researches discrepancies (e.g. packing slips, purchase orders, account coding, etc.) to ensure accuracy and adhere to accounting procedures
- Acts as a resource to management and general staff for administering district, county and state laws and directives in bookkeeping for both the district and student body associations
- Informs personnel and/or vendors regarding required documentation and/or procedures to convey information necessary to complete transactions

JOB FUNCTIONS (continued):

- Receives and receipts monies, and makes bank deposits
- Sells tickets, cards, and similar items
- Knows accounting policies and procedures contained in the California School Accounting Manual and State Education Codes and financial and fiscally related report preparation and formatting
- Assists in preparation of Associated Student Body budgets; and during audits
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs advanced arithmetic calculations
- Demonstrates organizational skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (10 pounds), carry (10 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Two years of financial, statistical, or fiscal record keeping work

Licenses, Certifications, Bonding, and/or Testing:

- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance