PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 15, 2006
Salary Schedule: #20 Row: 20

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 II**

JOB PURPOSE STATEMENT: Under general supervision, to perform a wide variety of moderately difficult and responsible fiscal clerical work in connection with keeping or checking financial, statistical, or fiscal records, Associated Student body (A.S.B.) accounts, and to do other work as required.

JOB FUNCTIONS:

- Performs moderately difficult fiscal or statistical clerical work
- Maintains detailed fiscal and/or statistical records at schools which involve compilation of data from a variety of sources requiring checking of source data for accuracy and applicability
- Prepares school/department budget including Associated Student Body accounts
- Compiles and prepares statements and prepares accounting and statistical reports
- Prepares cost statements and detailed statements of inter-departmental service charges
- Compiles related information for review for incorporation into a summary report, a variety of individual statements and reports required by state and federal agencies
- Audits claims, checks warrants and vouchers for arithmetical accuracy, legality, and budget classification
- Audits purchase orders and supporting bills checking that the proper expenditure class is designated, that purchase orders are for a legal object of expenditures , and enters the fund to be charged
- Initiates requisitions and orders
- Balances accounts, encumbers funds by department and budget classification, posts expenditures and appropriate changes and liquidates encumbrances and abatements to the proper budget accounts

JOB FUNCTIONS – continued

- Collects and post monies
- Audits and verifies related reports
- Collects books, textbooks and other source materials
- Maintains ancillary files and records and performs general clerical duties as required
- Performs some typing and answers telephones as necessary
- Knows purposes, methods, and practice of financial record keeping work
- Knows modern office methods and equipment
- Knows some computer-oriented accounting system
- Operates standard office equipment including use of computer applications
- Establishes and maintains cooperative relations with those contacted in the course of work
- 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 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

PHYSICAL ABILITIES - continued

- 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