Lake Elsinore Unified School District

JOB DESCRIPTION

JOB TITLE: Account Clerk

JOB FAMILY: Business Services
Range: 29

Job Purpose Statement/s: The job of "Account Clerk "is done for the purpose/s of performing clerical and financial record keeping and record checking. Maintains a volume of records accurately and accountability for monies and reports related to assigned activities. All activities are reviewed and audited, but individual responsibility and accuracy are expected.

Essential Job Functions:

* **Performs** a variety of financial functions, including calculating, filing, checking and recording information.
* **Receives** and posts information to forms, accounts and records.
* **Researches** records and files for readily identified information.
* **Answers** the telephone and provides information concerning departmental programs.
* **Greets** visitors and provides information relative to departmental procedures or services.
* **Operates** a variety of office machines, including calculator, copier, typewriter, computer and computer terminal.
* **Checks** work performed, checks extensions, additions and calculations on invoices, requisitions, purchase orders, receiving slips, bank statements and similar forms.
* **Correlates** and verifies correctness of information between and among documents and files.
* **Recaps** and types data and information related to student activities, payroll, attendance, account numbers, equipment, departments and funds.
* **Sorts**, distributes and files forms, documents, correspondence and similar paperwork following specific procedures.
* **Types** statistical reports, financial statements and similar technical materials following standard forms, procedures or policies.
* **Maintains** revolving cash fund.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years of general office clerical experience, including work with financial, statistical or similar duties requiring regular use of arithmetic and accurate record keeping.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding at 30 words per minute; operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.

Knowledge of standard accounting requirements. Purposes, methods and practices of financial recordkeeping; general accounting and bookkeeping principles and procedures related to assigned areas of responsibility.

Abilities to sit for prolonged periods, work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Learn appropriate rules, regulations and technical procedures used in assigned areas of specialization. Use computer and related software programs.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.