JOB DESCRIPTION

JOB TITLE: Senior Account Clerk

Job Family: Business Services

Range: 38

Job Purpose Statement/s: The job of "Senior Account Clerk" is done for the purpose/s of performing routine to responsible clerical accounting functions in support of specialized programs and fiscal services; act as resources regarding assigned areas and must demonstrate accuracy, attention to detail and independent judgment and problem-solving skills to be exercised in relation to specific assigned areas; perform responsible clerical accounting functions at a journey level.

Essential Job Functions:

* **Maintains** financial records and processes documents involved in financial/special reporting transactions including payroll, purchasing and accounts payable; assigning codes, verifying proper authorization, auditing extensions and batching or sorting as necessary.
* **Posts** to general ledger accounts as assigned.
* **Assists** in making financial and statistical reports of records and accounts maintained and for tasks as assigned.
* **Computes**, verifies, balances and adjusts accounts, records and data requiring independent judgment abased on established procedures and policies.
* **Maintains** and reconciles check register
* **Processes** invoices and contracts for payment; audits extensions, verifies receipt and/or completion, assigns correct account codes, enters information into computer.
* **Maintains** revolving cash account; receives requests, checks for proper authorization, account coding and accuracy of extensions; writes check(s), obtains proper signatures and routes checks.
* **Organizes**, prepares and maintains payroll record information including voluntary deduction authorizations, insurance enrollments, stipends, sick leave balances, vacation hours, etc.
* **Processes** time sheets; codes and enters data for processing.
* **Monitors** dates to assure required actions are completed in a timely manner.
* **Processes** purchase orders; verifies authorization, account coding and available funds; encumbers funds; sorts, distributes and files forms.
* **Prepares** deposits for appropriate accounts including food services and builder's fees.
* **Verifies** accuracy of computer generated reports; adjusts/corrects information as needed.
* **Sorts** and distributes warrants.
* **Operates** computer terminal to generate lists, update records, monitor expenditures, respond to requests, etc.
* **Researches** problem areas, questions areas of concern; tracing payments, credits, invoices; contacting vendors, suppliers, contracting agencies and/or employees as necessary to reconcile discrepancies.
* **Obtains** and provides financial data for County Office and District departments as assigned.
* **Performs** a variety of clerical duties including filing, typing and processing to complete assigned duties.

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 experience in financial record keeping work, preferably within a school district.

* **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.

* **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.