

Redlands Unified School District

ACCOUNT CLERK II - ASB

DEFINITION

Under general supervision, perform a variety of difficult and responsible clerical work in connection with keeping financial records, statistical reports; perform general clerical work according to established procedures and do other related work as required.

This position includes a variety of duties in one or more areas of the District-wide accounting systems. The duties listed below are typical of the class collectively, but no one position would necessarily include all of these duties.

EXAMPLES OF DUTIES

Perform general clerical duties including sorting, filing, duplicating, searching, and answering the telephone; assemble, tabulate, check and file accounting related data; process documents including invoices, purchase orders, warrants and inventory records; perform a variety of functions using a computer; perform data entry into a financial data base; may post to subsidiary ledgers; may prepare trial balances and prepare financial statements; review and balance machine and computer prepared reports; perform arithmetical calculations and verify computations; may receive money and maintain records of cash receipts; account for and prepare bank deposit documents; may prepare warrants and warrant registers and warrant reconciliations; may deposit monies and reconcile bank statements; may process a variety of other related documents; maintain fiscal and financial related records and files; may prepare a variety of reports required by federal, state, and county agencies; provide information to other agencies, district employees and others pertaining to financial record matters, issues, and concerns; maintain accounting records in auditable condition.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Methods, terminology and practices of financial record management;
Standard office machines, equipment, and computers;
Financial and fiscal report preparation and format.

Ability to:

Perform basic double entry bookkeeping without continuous supervision;
Perform general clerical work and make accurate mathematical calculations;
Effectively operate standard office equipment including computer and peripheral equipment;
Communicate effectively in oral and written forms;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of the twelfth grade; supplemented by coursework in financial recordkeeping.

Experience:

Two years of clerical experience, including at least one year of financial recordkeeping activities.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I