

## ACCOUNT CLERK II

### DEFINITION

Under 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 assist in preparing 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 or assist in the preparation of a variety of reports required by federal, state, and county agencies; assist and 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