

ACCOUNT CLERK III

DEFINITION

Under general supervision, perform specialized clerical work of a more responsible nature in connection with keeping and auditing financial or statistical records; utilize manual, machine and computer-assisted processes; perform difficult accounting functions; and do other related work as required.

This is a fiscal recordkeeping class involving work which is performed generally according to established procedures. 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

Originate and maintain forms and records of District personnel for payroll and personnel purposes; prepare or audit invoices, purchase orders, and similar fiscal documents; make arithmetical calculations for programs as assigned; prepare or assist in preparing accounting or statistical reports, registers, and schedules; may balance and reconcile warrant and check registers; prepare and input financial data pertaining to expenditures and inventory accounts in District, Food Service, and ASB accounts; perform data entry into a financial data base; may prepare trial balances and financial statements; may receive money and prepare a record of cash receipts; may operate a business machine in posting to records and files and in preparing journals and reports; receive, review and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines; 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; assist employees in matters pertaining to District policy concerning leaves of absence; gather, tabulate, check, and file statistical data pertaining to District-wide employee attendance; may perform lead functions with a specialized accounting or budget control system; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Methods, terminology and practices of financial record keeping;
Mathematical computing and record checking;
Financial and fiscal report preparation and format;
Organization and planning methods, trends, techniques and practices;
Familiarity with the operation of office machines;
Standard office machines and equipment and computers.

Ability to:

Perform responsible fiscal clerical work with accuracy and without continuous supervision;
Operate standard office equipment, including computer and peripheral equipment;
Understand and carry out oral and written instructions;
Prepare, review, and analyze accounting and budget control records, summaries, and reports;
Make accurate mathematical computations and verify the results;
Perform double-entry bookkeeping and elementary accounting functions;
Lead and advise other accounting personnel;
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 the completion of the twelfth grade, supplemented by training or course work in elementary accounting, bookkeeping, business office organization and planning, or closely related fields.

Experience:

Two years of experience with functional responsibility for work in the preparation and maintenance of a variety of financial records.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

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

Pre-placement Physical: Class I