

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ACCOUNT CLERK**

DEFINITION

To perform moderately complex accounting clerical duties related to accounts payable, cafeteria records and budget entry. And to perform accounting clerical duties to related areas of assignment.

CLASS CHARACTERISTICS

Account Clerk I: This is the entry-level class in the Account Clerk series. This class is distinguished from Account Clerk II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Account Clerk II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Account Clerk II: This is the full journey level class within the Account Clerk series. This class is distinguished from the Account Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Account Clerk I level.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I: Receives immediate supervision from the Business Manager.

Account Clerk II: Receives general supervision from the Business Manager or Budget Analyst.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Performs a wide variety of technical accounting/clerical work involved in the preparation and maintenance of accounting, budgetary and fiscal records.
- Prepares or checks warrants, invoices, requisitions, purchase orders and similar fiscal documents.
- Compares, schedules, indexes and files bills, vouchers, warrants and other records.
- Prepares and checks various statistical or accounting tables and reports; maintains journals or subsidiary ledgers.
- Assists in preparing and may type accounting, statistical reports and schedules.
- Answers various inquiries and complaints by correspondence and telephone

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- Prepares trial balances; checks invoices with purchase orders; matches and verifies vendor statements; prepares account distribution of vendor invoices, and batches invoices by fund and account number
- Prepares checks for all automatic contractual payments and demands for direct payment
- Prepares statements and other reports as required giving detailed status of accounts
- Performs a variety of accounts payable record keeping duties
- Checks invoices with purchase orders; matches and verifies vendor statements' prepares account distribution of vendor invoices, and batches invoices by fund and account number
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- General clerical procedures, office machines and software programs, including Microsoft Excel and Word.
- Methods of accounting for money
- Basic bookkeeping principles and methods

Ability to:

- Type accurately from clear copy.
- Learn office policies, rules and practices
- Understand and carry out oral and written instructions.
- Make mathematical computations with speed and accuracy
- Maintain accurate financial and statistical records.
- Operate a variety of technology equipment types and office machines in the conduct of assigned duties and tasks.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.
- Maintain confidentiality in all professional relationships.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Example: Some general clerical experience is required.

Training: Equivalent to the completion of twelfth grade and additional specialized training in bookkeeping or a related field is desired.

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In addition to the qualifications of the Account Clerk I:

Knowledge of:

- Principles and practices of bookkeeping and financial record keeping.

Ability to:

- Perform a variety of financial and statistical record keeping or bookkeeping work involving the use of independent judgment, accuracy and speed.
- Maintain accurate and interrelated computerized financial records, and identify and reconcile errors.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Example: Two years of responsible accounting/bookkeeping experience.

Special Requirements

- Twelve month employee
- Paid on Confidential salary schedule
- 260 day work calendar
- Possession of, or the ability to obtain, a valid California driver's license.

Physical Requirements

- Sitting or standing for long periods of time; lifting light objects; hearing and speaking to exchange information; seeing to read variety of financial and statistical records and reports; dexterity of hands and fingers to operate a computer keyboard.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adoption date: April 27, 1989
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