

ACCOUNT CLERK I

DEFINITION

Under supervision, perform a variety of general clerical work in connection with maintaining and verifying manual, or computer-prepared financial and statistical records and reports; prepare fiscally related reports and records; perform other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assembles, tabulates, checks, and files accounting related data; processes documents, including invoices, purchase orders, warrants, and inventory records.
2. Operates a computer in posting to fiscal and financial records.
3. May post to subsidiary ledgers.
4. Assists in preparing financial statements.
5. Reviews and balances computer-prepared reports.
6. Performs arithmetical calculations and verify computations.
7. May receive money and maintain records of cash receipts.
8. Accounts for and prepare bank deposit documents.
9. May prepare warrants and warrant registers.
10. May type requisitions, purchase orders, warrants, and a variety of other related documents.
11. Maintains fiscal and financial-related records and files.
12. Performs general clerical duties, including sorting, filing, duplicating, searching, answering the telephone, and responding to informational inquiries.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic methods, practices, and terminology used in fiscal and financial record management; mathematical principles; operation of personal computers and other standard office equipment; financial and fiscally related report preparation and formatting.

Ability to:

Effectively and efficiently perform general accounting clerical functions; make arithmetical calculations with speed and accuracy; effectively operate standard business machines and equipment and supporting software applications; type or enter data at a speed necessary for successful job performance; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: completion of the twelfth grade, preferably supplemented by coursework or training in accounting, financial record maintenance, bookkeeping, or related functional areas; and one year of experience in general accounting clerical work involving some responsibility for computer-assisted record management systems.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.