

ACCOUNT CLERK II

DEFINITION

Under supervision, perform accounting and fiscal record management functions utilizing manual and computer-assisted systems; prepare a variety of fiscal reports and records; perform 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. Processes a variety of documents pertaining to financial related transactions, including inventory control, fiscal record management, accounts payable and payroll time sheet functions.
2. Compiles, balances, verifies, adjusts and maintains accounting records and reports.
3. May collect, receipt and deposit monies.
4. Resolves vendor statements.
5. Matches invoices and receiving documents to purchase orders.
6. Works effectively with vendors, other departments and school personnel and outside agencies.
7. May participate in year-end procedures and liability reports, including accruals and transfer of purchase orders to the new year.
8. Performs data entry utilizing computerized accounting systems and electronic spreadsheets.
9. Date stamps and sorts alphabetically and numerically all invoices, receivers and purchase orders.
10. Maintains accurate files.
11. Performs calculation of proper taxation on vendor invoices, receivers and purchase orders.
12. Performs calculation of proper taxation on vendor invoices to comply with state regulations.
13. Assists in the preparation of a variety of reports required by federal, state and county agencies.
14. Identifies and collects information for 1099's.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices, terminology, and procedures including accounts payable and receivable; mathematical principles; manual and computer-assisted accounting and fiscal record management systems; bank deposits and statement reconciliation processes; methods of preparing financial statements and reports; inventory control processes and procedures.

Ability to:

Perform difficult accounting and other related clerical functions without continuous supervision; prepare and review financial reports, records, and related summaries; perform double entry bookkeeping as required by the assignment; skillfully operate personal computers, and other business equipment and supporting software applications; type or enter data at a speed necessary for successful job performance; make calculations with speed and accuracy; 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, supplemented by training or coursework in accounting, bookkeeping, and business practices and procedures; and two years of increasingly responsible experience in accounting or fiscal record keeping.

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.