

ACCOUNT CLERK III

DEFINITION

Under supervision, perform specialized accounting and clerical functions; maintain financial and statistical records; utilize manual and computer-assisted processes; 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. Processes a variety of documents pertaining to financial related transactions, including inventory control, fiscal record management, accounts payable, accounts receivable, and payroll time sheet functions.
2. Provides training and guidance to others as assigned and coordinate workload.
3. Compile, balances, verifies, adjusts, and maintains accounting records and reports.
4. Assists in the preparation of financial statements and other fiscal reports.
5. Reviews requisitions for account codes and proper classification of expenditures.
6. Monitor account balances.
7. Performs statistical analyses.
8. Reconciles various District bank accounts and coordinate generation of entries needed.
9. Performs accounts payable functions relating to bids, contracts, legal agreements, leases and maintenance agreements.
10. Reconciles and processes revolving cash reimbursement.
11. Prints accounts payable checks and registers.
12. May collect, receipt and deposit monies.
13. May prepare income and abatement reports.
14. Resolves vendor statements.
15. Matches invoices and receiving documents to purchase orders.
16. Works effectively with vendors, other departments and school personnel and outside agencies.
17. May participate in year-end procedures and liability reports, including accruals and transfer of purchase orders to the new year.
18. Performs data entry utilizing computerized accounting systems and electronic spreadsheets.
19. Date stamps and sorts alphabetically and numerically all invoices, receivers, requisitions and purchase orders.
20. Maintains accurate files.
21. Performs calculation of proper taxation on vendor invoices to comply with state regulations.
22. Assists in the preparation of a variety of reports required by federal, state and county agencies.
23. Identifies and collect information for 1099's.
24. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, terminology and procedures of accounting including accounts payable and receivable; mathematical principles; principles and practices of bookkeeping; methods of preparing financial statements and reports; principles and practices of financial record keeping; operation of manual and computer-assisted accounting systems; modern office practices, procedures and techniques; organization and planning methods, trends, techniques and practices.

Ability to:

Perform complex clerical accounting functions; prepare, review, and analyze accounting files, records, summaries, and reports; perform double entry bookkeeping and accounting; lead and advise other accounting and payroll clerical personnel; make complex calculations and verify the results; effectively and efficiently operate personal computers and other machines, 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, supplemented by training or coursework in accounting, bookkeeping, business office organization and planning, or closely related fields; and three 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.