

TITLE: ACCOUNT CLERK I

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, and accounting terminology.
2. General accounting and bookkeeping principles and procedures.
3. State and district laws, policies, rules and regulations pertaining to school accounting and record keeping requirements and standards.
4. School Accounting Codes and other relevant laws and regulations.
5. Data processing equipment, to include a working knowledge of applications software, hardware specifications and training requirements.
6. Safety rules and regulations for this position.

Ability to

1. Establish and maintain a variety of record keeping systems and to prepare a variety of financial and statistical reports.
2. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
3. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
4. Identify and correct errors in a variety of mathematical computations and financial documents.
5. Type accurately at a rate of fifty (50) words per minute from clear copy containing a large percentage of numerical or tabular data.
6. Be a productive and active team member.
7. Work successfully with diverse groups of people.
8. Maintain a pleasant appearance and demeanor.
9. Receive and give information over the telephone or in person in a courteous manner.
10. Understand and carry out oral and written instructions, policies, and procedures.
11. Communicate effectively and tactfully in both oral and written forms.
12. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations and effective work relationships.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade, including or supplemented by accounting courses and courses in data processing, accounting, information management or similar subjects.
2. One (1) year of successful experience in a position requiring a basic knowledge of accounting, and/or fiscal record keeping procedures and terminology; or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Has working knowledge of word processing and spreadsheet software.
4. Good work history and attendance.

REPORTS TO: Accountant/Budget Analyst

JOB GOAL: To perform routine and responsible clerical accounting functions in support of specialized programs and/or fiscal services.

ESSENTIAL FUNCTIONS

1. Maintains accounts payable; receives requests for payment, checks for proper authorization and account coding.
2. Maintains an encumbrance accounting system.
3. Checks work performed, checks extensions, additions and calculations on invoices, requisitions, purchase orders, receiving slips, and other related forms and reports.
4. Reports on a regular basis the amounts for which warrants have been drawn and the accounts against which the warrants have been drawn.
5. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
6. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
7. Uses and understands complex financial software such as the district Financial System or SASI.
8. Assists the Business Department with annual audit.
9. May assist with internal auditing of school site accounting records.
10. Follows district policies and procedures.
11. Participates in district inservice training as required.
12. Knows and understands the Mission and Core Values of the district.
13. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Clears files at designated intervals.
2. Obtains and provides financial data for county office and district departments as assigned.
3. Searches records and files to prepare reports and summaries.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California Driver's License.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.

PHYSICAL ABILITIES (continued)

6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve month work year
Bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the Accountant/Budget Analyst.

Approved by: Board of Education Date: October, 9, 1997

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**