

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

10/9/97
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TITLE: ACCOUNT CLERK II

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 complex record keeping systems and to prepare a variety of financial and statistical reports related to assigned areas of responsibility.
2. Learn account codes and perform difficult payroll accounting functions.
3. Operate office machines and equipment including a typewriter, copier, personal computer, and calculator proficiently.
4. Perform complex clerical work and make above-average mathematical calculations using addition, subtraction, multiplication, and division with speed and accuracy.
5. Independently prepare accurate financial summaries, projections, and reports and correspondence.
6. Audit, tabulate, balance, reconcile and extend data regarding district accounts.
7. Type accurately at a rate of fifty (50) words per minute from clear copy containing a large percentage of numerical or tabular data.
8. Be a productive and active team member.
9. Work successfully with diverse groups of people.
10. Maintain a pleasant appearance and demeanor.
11. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations and effective work relationships.
13. Understand and follow the written and oral instructions, procedures, policies, and other requirements of an assigned program or operational unit.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade, including or supplemented by courses specializing in bookkeeping, budget, and principles of accounting.
2. Two (2) years 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 would 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: Performs varied and increasingly responsible clerical accounting functions in support of specialized programs and fiscal services such as district revenues, accounts receivable, purchasing, accounts payable, attendance accounting, payroll, records, and reports.

ESSENTIAL FUNCTIONS

1. Maintains financial records and processes documents involved in financial/special reporting transactions such as accounts receivable, attendance accounting, purchasing, accounts payable, mandated costs, payroll, and district checking accounts.
2. Maintains accounts payable; receives requests for payment, checks for proper authorization and account coding.
3. Maintains an encumbrance accounting system.
4. Performs routine payroll functions related to preparation of voluntary deductions, employment verifications, TSA's, EDT's, direct deposits, attendance reporting and other clerical payroll activities.
5. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
6. Checks work performed, checks extensions, additions and calculations on invoices, requisitions, purchase orders, receiving slips, payroll time reports, and other related forms and reports.
7. Verifies accuracy of computer generated reports; adjusts/corrects information as needed.
8. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
9. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
10. Uses and understands complex financial software such as the District Financial System or SASI.
11. Assists the Business Department with annual audit.
12. Follows district policies and procedures.
13. Participates in district in-service training as required.
14. Knows and understands the Mission and Core Values of the district.
15. 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.
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.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds occasionally.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to operate office machines and equipment in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.
20. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified 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**