

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
ACCOUNT CLERK**

**DEFINITION**

Under close supervision, to perform basic accounting clerical work in keeping or checking financial or statistical records; and to perform related work as requested.

**CLASS CHARACTERISTICS**

Positions in this class are considered to be at the entry level in general account clerical work. Incumbents are assigned work of a routine nature within a framework of established procedures and are expected to perform these duties, once learned, with only occasional guidance, although the record keeping is closely monitored. The work involves all or several steps of a procedure within a given fiscal area. It is distinguished from the next higher class, Senior Account Clerk, in that the latter is assigned more difficult work to be performed with a greater degree of independence.

**EXAMPLES OF DUTIES**

- Gathers, sorts, assembles, tabulates, posts, distributes, audits and files financial and statistical data;
- Keeps routine financial records;
- Processes documents involved in financial transactions and balances such accounts, checking and correcting discrepancies;
- Makes arithmetical calculations;
- Makes and verifies extensions;
- Checks extensions of invoices, matches invoices to purchase orders and verifies prices;
- Attaches receiving information;
- Assigns vendor numbers;
- Maintains logs;
- Prepares, posts, totals and summarizes work sheets;
- Orders and stocks office supplies;
- Operates computer terminal to input and routinely extract information;
- Answers telephone, transfers calls and takes messages;
- Types lists, notices, forms, budgets, reports, routine correspondence and other accounting documents;
- Assists in making financial and statistical reports of accounts and records maintained;
- Accepts cash, verifies cash received, bundles cash and prepares receipts;
- Operates various office machines, including a typewriter, calculator, photocopier, microfilm machine, computer terminal, printer and other standard office machines;
- Duplicates, collates, staples and distributes materials;
- Opens, date stamps and distributes incoming mail;
- Stuffs envelopes for mailing;
- Performs related work as required.

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**QUALIFICATIONS**

**Knowledge of:**

Basic methods and practices of financial record keeping;  
Modern office equipment and procedures;  
Basic business mathematics;  
Basic computer terminal operating techniques.

**Ability to:**

Use business telephone techniques;  
Perform routine financial clerical work;  
Make arithmetical calculations with accuracy;  
File in alphabetical and numerical order;  
Compare numbers and detect errors;  
Operate office equipment, including a calculator and computer terminal;  
Maintain routine records accurately;  
Understand and carry out oral and written instructions;  
Establish and maintain effective working relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine account clerical work;

or

Completion of coursework in basic public accounting procedures or a closely related field.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

**Light Work:**

Positions in this class perform work which is primarily sedentary.

**Mobility:**

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

**Vision:**

Positions in this class require vision (which may be corrected) to read small print.

**SALARY LEVEL**

Range 12 of the ACUSD Classified Salary Schedule.