

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, to perform responsible account clerical work and bookkeeping in connection with keeping and checking financial and statistical records; to compile, reconcile and prepare accounting reports; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the more complex account clerical operations of accounts receivable, payable, material acquisition, cafeteria bookkeeping and student accounts bookkeeping. Incumbents are assigned record keeping duties of above average difficulty which require a thorough knowledge of multiple accounting functions. Incumbents are expected to exercise initiative in the recommendation of procedures and the resolution of problems encountered in their work. This class is distinguished from the next lower class, Account Clerk, by its responsibility for advanced record keeping and for preparation of difficult clerical accounting reports. Positions in this class work under the pressure of strict deadlines for completing work requiring a high level of accuracy.

EXAMPLES OF DUTIES

Researches, gathers, assembles, reconciles, analyzes and summarizes data and prepares reports; makes arithmetical calculations; posts data to records, checks and balances totals; makes computations of financial or statistical transactions and summarizes independently; receives financial or statistical documents, screens for accuracy and adherence to legal and procedural requirements; monitors accounts and records for conformance with established requirements; receives revenue for deposit, verifies totals, checks account numbers, prepares receipts and deposits; receives, budget checks and encumbers requisitions; translates requisitions into purchase orders, assigns vendor number, checks authorizations and distributes purchase orders to vendors and District offices; performs purchasing functions on a computer terminal; receives and matches receiving records, invoices and purchase orders, auditing, checking prices and extensions, verifying account numbers and taking applicable discounts; contacts District personnel and vendors to resolve discrepancies in purchasing and accounts payable records; posts accounts payable to expenditure ledger; prepares check run; selects invoices for payment; prepares checks and cover sheet for balancing, audit and Board approval; mails checks to vendors; audits travel expense claims for compliance with policy and mathematical accuracy, processing for payment; processes applications for free and reduced price lunches, verifying eligibility, obtaining administrative authorization and preparing notices to applicants; audits cafeteria financial reports; receives revenue, counts monies, and prepares receipt in journal; checks bank records for recording of deposit; maintains student body and club accounts, receiving and depositing monies, issuing checks and keeping running balances; maintains cash flow worksheets; answers telephone and written inquiries and give outs authoritative information on records maintained; inputs, reconciles and abstracts varied data requiring interpretation and understanding which emanates from a variety of sources; assists and consults with supervisors in the preparation of special reports and on unusual problems involving deviation from policy or precedent; keyboards correspondence, reports, statistics and financial documents; attends meetings related to assigned functional area of responsibility; and performs related work as required.

QUALIFICATIONS

Knowledge of:

- Advanced methods, practices and terminology used in financial and statistical record keeping;
- Data processing as it relates to financial and statistical record keeping;
- Standard auditing practices;
- Modern office equipment and procedures;
- Computer terminal operating techniques.
- Business mathematics.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNT CLERK

Ability to:

Plan, organize and schedule assigned work in accordance with established priorities and recurring deadlines;
Prepare clear and accurate reports and statements;
Communicate effectively in oral communications;
Make arithmetic calculations with speed and accuracy;
Compare numbers and detect errors;
Read, understand and interpret laws, rules and regulations;
Operate a calculator quickly and accurately;
Operate a computer terminal;
Develop record keeping procedures;
Meet quality and time requirements with a high degree of independence;
Operate a typewriter to keyboard numbers, letters and symbols 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 knowledges and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is advanced-level experience performing work of above-average difficulty in the areas of purchasing, account payable, accounts receivable and bookkeeping;

and

Completion of coursework in public accounting clerical practices or a closely related field;

or

Experience at or equivalent to the level of Account Clerk in the Amador County Unified School District, from which the incumbent has acquired the knowledges and abilities listed above.

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.

Other Conditions:

Incumbents may be required to work at a video display terminal for prolonged periods.

SALARY LEVEL

Range 23 of the ACUSD* Classified Salary Schedule.

**Incumbent elected to retain confidential status per agreement with CSEA. Future hires will not be confidential.*