LAGUNITAS SCHOOL DISTRICT

Classified Employee Job Description

*(To replace all previous Job Descriptions. Effective 6/30/2017)*

**Job Title**: ACCOUNT CLERK

**Summary of Essential Functions**

The Account Clerk performs a wide and challenging variety of clerical and accounting tasks related to payroll, accounts payable and business office services.

**Direct Supervisor:** Chief Business Official

Responsibilities and specific duties:

* Maintains fiscal records and information.
* Prepares financial reports, correspondence and other documents including spreadsheets.
* Processes invoices and payments.
* Reconciles account balances.
* Responds to inquiries from vendors in order to complete transactions.
* Responds to inquiries from staff and volunteers as directed by the CBO or the Superintendent.
* Works with auditors to provide accurate and timely information.
* Reviews, analyzes and processes accounts payable batches.
* Processes payroll.
* Processes purchase orders.

Essential skills and abilities:

* Excellent verbal and written communications skills.
* Knowledge of standard business language usage.
* Knowledge of standard bookkeeping/ accounting procedures.
* Ability to operate office machines.
* Ability to use current work-related technology.
* Ability to make mathematical calculations quickly and accurately.
* Read and carry out written directions accurately.
* Carry out verbal instructions accurately.
* Maintain confidentiality in and out of the workplace.
* Remain calm and productive in an unpredictable, multifaceted work environment with regular interruptions.
* Work without immediate supervision when necessary
* Make rational problem solving decisions.
* Work with others cooperatively.

Physical abilities for this position(ADA Job Analysis)

* Sedentary work involving sitting most of the time.
* Stooping. Bending body downward and forward by bending spine at the waist. Kneeling. Bending legs at knee to come to a rest on knee or knees.
* Reaching. Extending hand(s) and arm(s) in any direction.
* Lifting. Raising objects up to 10 lbs. from a lower to a higher position or moving objects horizontally from position-to-position.
* Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Grasping. Applying pressure to an object with the fingers and palm.
* Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
* The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures