

CENTRAL SCHOOL DISTRICT

Job Title: Account Clerk III - Fiscal
Reports to: Director of Fiscal Services
Date of Board Approval: 5/24/2001

Occupational Group: Confidential
Work Year: 12 months

DEFINITION

Under the general supervision of the Fiscal Services Manager, to be responsible for financial record keeping and fiscal analysis, and reporting the school district's financial activities and to do other related work as required.

QUALIFICATIONS

Education/Certification:

- High School graduate with advanced training/coursework in bookkeeping and accounting.
- Must obtain within six (6) months of employment CPR training and keep it current.

Experience:

- Two years full time experience in applied technical accounting activities

Knowledge and Abilities:

Knowledge of:

Principles, methods, practices and procedures of school district accounting and financial record management and reporting; legal mandates, policies, regulations and guidelines pertaining to accounting and fiscal record management and reporting processes; office equipment and computer-based accounting systems, programs and equipment; bookkeeping, accounting and fiscal planning, and management systems and procedures.

Ability to:

Perform complex financial record keeping; communicate effectively, both orally and in writing; prepare clear and accurate financial statements and reports; plan and organize work; work independently with minimal accountability controls; meet schedules and timelines; analyze and resolve problems and draw accurate conclusions; complete work with many interruptions; establish and maintain cooperative and effective working relationships with others.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Prepares necessary monthly, quarterly, and annual Attendance Reports as required by Local, State and Federal agencies. **E**
2. Performs accounting functions for State and Federally funded programs as requested. **E**
3. Performs accounting and fiscal reporting functions of District and State Facilities Programs and other funds of the District. **E**
4. Prepares account analyses, trial balances and financial statements of the various district funds. **E**
5. Reconciles the District's Revolving Cash Fund and associated records. **E**

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

6. Receipts income and makes deposits to the District's Clearing Account. **E**
7. Maintains, records, prepares documents for and deposits into the County Treasury. **E**
8. Prepares for input and posts financial transactions for all Fund activities. **E**
9. Assists in the review of purchase requisitions as to correctness of account codes, availability of funds, authorization of signatures and completeness. **E**
10. Performs a variety of financial and statistical research as required.
11. Prepares and/or audits a variety of statistical data and reports. **E**
12. Assists in payroll and accounts payable as needed.

WORKING CONDITIONS

Office environment subject to periodic or constant interruptions; position requires the ability to see, hear, and speak; ability to sit for extended periods of time; ability to work at a computer terminal for extended periods of time.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs.