

CENTRAL SCHOOL DISTRICT

Job Title: Account Clerk I - *Position not in use*

Occupational Group: Clerical

Reports to: Director of Fiscal Services

Pay Range: 19

Date of Board Approval: 6/15/2006

Work Year: 12 months

DEFINITION

Under general supervision, perform a variety of clerical and office support activities. Primary tasks involve general receptionist, record keeping, typing, filing functions, and accounts payable procedures; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, supplemented by training or coursework in accounting, data processing, bookkeeping and business practices and procedures.

Experience:

- One year of experience in general accounting/computer-based financial record management, or a combination of training and experience that would provide the desired knowledge and abilities.

Knowledge and Abilities:

Knowledge of:

Modern office practices, procedures and equipment pertaining to accounting and fiscally related record management systems; computer-assisted accounting and fiscal record management systems; bank deposits and statement reconciliation processes; fiscal report preparation and formatting; employee benefit programs and related record management systems; proper English usage, spelling, grammar and punctuation.

Ability to:

Perform accounting and fiscally related clerical functions; prepare and review financial reports, records and related summaries; perform computer-based bookkeeping, as required by the assignment; skillfully operate a computer, and related peripherals and equipment; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; read, interpret and follow rules, regulations, policies and procedures; exercise responsible judgment; establish and maintain cooperative working relationships; communicate effectively with district employees and public; provide positive customer service; type at a net corrected speed of 40 words per minute.

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

1. Assemble, tabulate, check and file accounting related data. **E**
2. Process documents, invoices, purchase orders, warrants, and inventory records. **E**
3. Operate a computer terminal in posting to fiscal and financial records. **E**
4. Assist in preparing financial statements.

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

5. Review and balance computer prepared reports. **E**
6. Perform mathematical calculations and verify computations. **E**
7. Receive money and maintain records of cash receipts. **E**
8. Post to subsidiary ledgers. **E**
9. Account for and prepare bank deposit documents. **E**
10. Prepare warrants and warrant registers. **E**
11. Prepare requisitions, bid documents, purchase orders, warrants and a variety of other related documents.
12. Maintain fiscal and financial related records and files. **E**
13. Operate/maintain a variety of office machines and equipment. **E**
14. Perform general clerical duties, sorting, filing, duplicating, searching, answering the telephone, and responding to informational inquiries.
15. Serve as receptionist as needed.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases and anti-social/hostile behavior.

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.