

Santa Maria-Bonita School District ACCOUNT CLERK II

BASIC FUNCTION

Under the direction of an assigned supervisor, perform difficult and responsible accounting and fiscal record management functions, which may involve manual and computer-assisted record management systems; prepare a variety of fiscally-related reports and records.

REPRESENTATIVE DUTIES

Establish, balance, verify, adjust, and maintain assigned accounting and fiscally-related records and reports**E**; process a variety of documents pertaining to financial-related transactions, including inventory control and fiscal record management functions**E**; operate a computer terminal in posting to records and file as required**E**; operate other equipment including a cash register to perform assigned duties**E**; receive, count, and balance money for assigned accounts**E**; prepare a record of cash receipts and totals**E**; prepare journal transfers for expenditure between budgets**E**; reconcile bank statements as required**E**; perform accounts payable and accounts receivable functions and prepare reports**E**; post to subsidiary ledgers**E**; receive, review, and verify financial documents, forms and reports for accuracy and adherence to legal mandates, policies, and operational guidelines**E**; prepare or assist in the preparation of a variety of reports required by Federal, State, and County agencies**E**; create forms as needed**E**; make complex arithmetical calculations and verify computations**E**; assist and provide information to other agencies, District employees, and others related to orders or financial record matters, issues, and concerns**E**; perform a variety of functions and activities pertaining to purchasing, including obtaining price quotes, following up delivery discrepancies, and other related areas as required**E**; communicate with vendors to receive quotes, order specified goods, materials and supplies and increase or decrease products ordered**E**; assist with inventory control as assigned**E**; prepare bank deposit documents as required; train and provide work direction to assigned staff; assist with contacting workers to cover absences; assist in the preparation and release of payment from various accounts as requested; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and equipment;
Methods, practices, and procedures pertaining to accounting and fiscally-related record management systems;
Manual and computer-assisted accounting and fiscal record management systems;
Bank deposits and statement reconciliation processes;
Fiscal report preparation and formatting;
Inventory control process and procedures;
Financial and statistical recordkeeping techniques;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform complex accounting and fiscally-related clerical functions;
Prepare and review financial reports, records, and related summaries;
Perform double entry bookkeeping as required by the assignment;
Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;
Type 40 words per minute;
Make arithmetical calculations with speed and accuracy;
Understand and follow oral and written directions;
Establish and maintain cooperative working relationships with others;
Communicate effectively both orally and in writing;
Meet schedules and timelines.

(continued)

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by training or coursework in accounting, bookkeeping, and business practices and procedures, and two years of increasingly responsible experience in fiscal record management and reporting involving manual and computer-assisted processes.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Sitting for extended periods of time;

Dexterity of hands and fingers to operate a computer keyboard and a variety of office equipment;

Seeing to read a variety of reports and fiscal data;

Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files;

Hearing and speaking to exchange information.