

Santa Maria-Bonita School District

ACCOUNT CLERK I

BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of general clerical work in connection with maintaining and verifying manual or computer-prepared financial and statistical records and reports; prepare fiscally-related reports and records.

REPRESENTATIVE DUTIES

Assemble, tabulate, verify, and file accounting-related data~~E~~; process documents including invoices, purchase orders, warrants, and inventory records~~E~~; maintain fiscal and financial-related records and files~~E~~; operate a computer terminal in posting to fiscal and financial records as assigned~~E~~; review and balance computer-prepared reports~~E~~; perform arithmetical calculations and verify computations~~E~~; account for and prepare bank deposit documents~~E~~; type requisitions, bid documents, purchase orders, warrants, and a variety of other related documents~~E~~; perform general clerical duties, including sorting, filing, duplicating, searching, answering telephones, and responding to informational inquiries~~E~~; post to subsidiary ledgers as required; assist in preparing financial statements; receive money and maintain records of cash receipts as required; prepare warrants and warrant registers as required; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic methods, practices, and terminology used in fiscal and financial record management;
Standard office practices, procedures and equipment;
Financial and fiscally-related report preparation and format.

Ability to:

Effectively and efficiently perform general accounting clerical functions;
Make arithmetical calculations with speed and accuracy;
Operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;
Type 40 words per minute;
Understand and follow oral and written directions;
Establish and maintain cooperative and effective working relationships.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by coursework or training in financial record maintenance, bookkeeping, or related functional areas and one year of experience in general accounting clerical work, with some responsibility for machine or computer-assisted record management systems.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard and a variety of office equipment;
Sitting for extended periods of time;
Hearing and speaking to exchange information;
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.