

## **Santa Maria-Bonita School District**

### **Position Description**

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**Title:** Account Clerk III

**Reports to:** Assigned Supervisor

**Department:** Various

**Classification:** Classified

**Work Year:** 246 days

**Salary Range:** Range 28

**Board Approval:** 12/15/2021

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#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized accounting, budget control, and payroll clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; perform difficult and technical accounting, budget control, and payroll clerical functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform specialized and technical functions in assembling, tabulating, calculating, verifying, and filing accounting, payroll, and fiscally-related information and data
- Perform complex and technical fiscal and payroll record management operations related to one or more specialized accounting, budget control, and payroll functions
- Assist in revision, formulation, and implementation of accounting, budget control, and payroll record management systems and procedures
- Post, balance, and verify accounting, budget control, and payroll records
- Prepare trial balances and financial statements
- Establish, post, and maintain journals, ledgers, and a variety of other accounting and payroll records
- Prepare and verify the accuracy and completeness of financial and payroll-related files, records, and reports
- Prepare accounting, budget control, and payroll record analyses
- Operate bookkeeping machines, work with a computer-based accounting, budget control, and payroll system
- Prepare system input data and analyze, verify, and reconcile output reports
- Make complex arithmetical calculations and verify computations
- Train and provide work direction and guidance to assigned staff
- Provide technical information to County, State, and Federal agencies
- Interact with computerized systems for District and County offices
- Perform lead functions within a specialized accounting, budget control, or payroll

record management system, including the preparation of technical and complex reports as required; interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to District personnel as required;

- Perform related duties as assigned.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School supplemented by training or coursework in accounting, bookkeeping, business office organization and planning or closely related field, and three years of increasingly responsible experience in accounting, payroll, or budget control record management and reporting, including one year in a lead or specialized capacity.

## **KNOWLEDGE AND ABILITIES**

- Knowledge of methods, practices, and procedures of school district accounting, budget control, and payroll record management;
- Knowledge of operation of manual and computer-assisted accounting, budget control, and payroll record management systems;
- Knowledge of standard office practices, procedures, and equipment;
- Knowledge of organization and planning methods, trends, techniques, and practices
- Knowledge of appropriate software.
- Ability to perform complex and technical accounting, budget control, and payroll clerical functions;
- Ability to prepare, review, and analyze accounting, budget control, and payroll files, records, summaries, and reports;
- Ability to operate office machines including a computer and applicable software to enter data, maintain records, and generate reports;
- Ability to perform double entry bookkeeping and elementary accounting;
- Ability to lead and advise other accounting, budget control, and payroll clerical personnel
- Ability to make complex arithmetical calculations and verify the results;
- Ability to effectively and efficiently operate computer terminals and other office machines and equipment;
- Ability to understand and follow oral and written directions;
- Ability to establish and maintain cooperative working relationships with others.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment; work effectively with numerous interruptions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting or standing for extended periods of time;
- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read and write 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;
- Lift, carry, push, pull or move an object that is up to 20 pounds
- Hearing and speaking to exchange information and make presentations

The Santa Maria-Bonita School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Santa Maria Bonita School District is an Equal Opportunity Employer and reasonable accommodations are made under the Disability Act as required by law.