

## **ACCOUNT CLERK I**

### **DEFINITION**

Under direct supervision, performs cashiering duties in a centralized setting; prepares, processes, maintains and verifies financial and accounting documents and records; provides customer services in person and by telephone; may perform general office support work, including typing, record keeping and creation of forms; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Account Clerk I is the entry-level class in the accounting office support series. Initially under close supervision, incumbents perform the more routine accounting support and customer service duties while learning District policies and procedures. As experience is gained, there is greater independence of action within established guidelines. Positions in this class are assigned to a centralized financial unit that performs a volume of cashiering and related financial clerical work. Incumbents complete assignments within a framework of established procedures and standards and refer unusual situations to a higher-level accounting support class.

### **EXAMPLES OF DUTIES**

Receives, computes, balances and posts daily cash received.

Counts monies daily to verify cash, coins and checks received; records and prepares bank deposits.

Confirms delivery of receipts by school sites; releases deposits to transport service drivers and secures receipts.

Posts, edits and processes returned checks; daily contact with bank, schools and parents concerning checks and other problems dealing with cash receipts.

Creates and verifies extensions.

Uses a computer terminal to enter, access and modify data, following established procedures.

Prepares records for MIS, including notices of all transactions.

Generates and modifies record keeping forms.

Operates various office equipment used in the course of the work.

Performs general clerical accounting work as assigned.

May process applications for free and reduced-price school lunches.

### **QUALIFICATIONS**

#### **Knowledge of:**

Business arithmetic and basic statistical techniques.

Basic methods and practices of financial record keeping.

Cash handling and reconciliation procedures.

Standard office support practices and procedures, including the use of standard office equipment.

Computer applications related to the work, including word processing and spreadsheet applications.

#### **Skill in:**

Performing detailed accounting and financial office support work.

Posting and making mathematical calculations accurately and in a timely manner.

Composing and preparing correspondence and reports from established formats.

Establishing and maintaining accurate files.

Operating computers and adding, calculating and money counting machines.

Typing or word processing at a rate of 30 words per minute from clear copy containing a large percentage of numerical or tabular data.

Understanding and following oral and written directions.

Effectively communicating in person, over the telephone and in writing.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

#### **Education:**

Equivalent to completion of high school. Supplemental course work related to bookkeeping, basic accounting or related computer applications is desirable.

#### **Experience:**

One year of experience performing either cashiering, financial record keeping or similar work requiring the use of arithmetic statistical data.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 03/69

R: 03/80

R: 09/84

R: 02/97

R: 02/03