

## **ACCOUNT CLERK II**

### **DEFINITION**

Under general supervision, independently performs detailed accounting support work, normally at a school site, related to one or more of the following: attendance accounting, accounts payable, accounts receivable and/or cash transactions; prepares and maintains financial and statistical records and standard accounting reports; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Account Clerk II is the experienced level of the accounting office support series. Incumbents operate independently in performing detailed accounting office support work in support of an assigned school site. This class is distinguished from the Account Assistant III in that the latter is the advanced-specialist level in the accounting class series.

### **EXAMPLES OF DUTIES**

Assists in compiling financial and statistical reports of records and accounts; gathers, assembles, tabulates, checks and files financial and statistical data.  
Maintains various ledger accounts for individual projects and programs; balances accounts, corrects irregularities, maintains records regarding costs, financing, receipts and expenditures.  
Receives, processes and accounts for fees, fines or other monies from various sources; prepares receipts, balances monies received, prepares bank deposits from daily cash receipts, and posts to appropriate journal or ledger.  
Assists in the preparation of various budgets; reviews budget printouts monthly for all departments at site, updates balances and verifies transactions.  
Prepares monthly statements of cash receipts and disbursements.  
Maintains records of expenses and verifies requests for payment.  
Following established procedures, uses a computer terminal to enter, access and modify data.  
Assists with identifying appropriate vendors; checks prices and completes purchase orders.  
Reviews invoices and warehouse receiving copies against purchase orders and verifies extensions; contacts vendors regarding discrepancies on invoices and statements; calculates and applies for manufacturers' rebates.  
Prepares and distributes requisitions for supplies, equipment, work orders and various contracts.  
Maintains accurate inventory records.  
Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correct entries.  
Prepares and forwards revolving fund cash requests and distributes cash received.  
Reviews telephone bills for personal charges.  
Prepares student insurance forms and maintains records.  
May control, issue and maintain records of keys to facilities.  
Compiles sales and financial data from school sites used for meal reimbursement claims.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of accounting and financial record keeping.  
Methods of auditing and reconciling financial transactions.  
Report preparation and formats.  
Cash handling and reconciliation procedures.  
Computer applications related to the work, including word processing and spreadsheet applications.  
Business arithmetic and basic statistical techniques.  
Standard office practices, including filing and the operation of standard office equipment.

#### **Skill In:**

Performing financial and statistical clerical work.  
Making mathematical computations with speed and accuracy.  
Establishing and maintaining files.  
Operating a variety of office equipment, including calculating machines; using computer terminal to enter, access and make changes to information.  
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, carrying out 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 supplemented by post-secondary course work related to bookkeeping, basic accounting and/or related computer applications.

**Experience:**

Two years of experience performing either cashiering, financial record keeping or similar work requiring the use of arithmetic and/or statistical data. Experience in a school district is desirable.

**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: 11/85

R: 02/97

R: 02/03