



**Fremont Unified School District**  
Classified Job Description

Account Clerk 3

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

**Summary:**

Under general supervision, performs responsible and complex accounting work involved in maintaining and reviewing financial and statistical records; compiles, prepares and verifies statistical and account reports; performs accounts payable and receivable duties; and performs related work as assigned. Account Clerk 3 is the advanced level class in the accounting office support series. Incumbents independently perform a variety of responsible and complex accounting and statistical office support work in a centralized district office. This class is distinguished from the general office support and secretarial class series by the technical knowledge of accounting support terminology, processes and procedures. The Account Clerk 3 is distinguished from Accounting Technician 1, in that the latter is the first level technical specialist in the accounting support class series.

**Essential Functions:**

Depending on the assignment, duties may include but are not limited to the following:

- Prepares and maintains a variety of financial and statistical records and reports for various departments and projects, establishes and maintains a variety of ledgers; and audits accounts or financial records on a continuing basis
- Determines allocations of categorical funding for the various school sites; prepares journal entries for categorical programs
- Manages cash and other funds received; records and prepares deposit slips for bank deposits
- Maintains records of expenditures on various program funds; tabulates, audits and records charges for application to appropriate programs
- Audits, tabulates, assembles and processes invoices and documents related to accounts payable transactions; requests journal entries to correct discrepancies posted through accounts payable
- Prepares warrant register sheets for cancellations, stop payments, replacement and manual warrants; verifies warrants and registers audits and corrects preliminary warrant register; contacts County Auditors in regard to bill warrants
- Maintains records of payment on open purchase orders and contacts regarding status of funds or the need for a new purchase order; consults with purchasing staff regarding discrepancies between purchase orders and invoices
- Provides accounts receivable staff with copies of invoices for billing and/or coding for monies received
- Processes reimbursements for conference and mileage requests; audits, posts and prepares payments for monthly utility charges
- Prepares and codes requisitions, invoices, reimbursements and revolving cash requests
- Enters data into district financial system and revises records as necessary
- Projects estimated expenditures and transfer of funds; and balances accounts on a scheduled basis
- Maintains records of vendor taxpayer identification numbers, current vendor listings and price increase approvals
- Maintains the revolving fund account, disbursing cash, verifying expenditure records and processes transfer of expenditure requests
- Prepares accounts receivable billing, posting and collection activities
- Assists in identifying vendors, prices and completing requisitions; confirms delivery and receipt of equipment or supplies
- Computes department and project salaries and benefits on a monthly basis for account recording; checks time card hours against budget allotments for irregularities
- Prepares periodic aging analysis of accounts receivable; maintains records of district debtors
- Compiles related information necessary to bill and follow-up on vandalism incidents
- Maintains an awareness of current Federal and State regulations regarding financing and budgeting of projects; prepares reports for various Federal and State agencies
- Assists in the year-end closing of district books; prepares varied year-end reports
- Provides information to external auditors as required; may travel to school sites to perform on-site audits
- Maintains and audits a variety of statistical records related to school attendance, cafeteria supplies and materials and activities that relate to District funding and expenditures; prepares and distributes reports to appropriate offices and agencies

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

**Qualifications:**

Successful experience in:

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

Ability to:

- Make mathematical calculations with speed and accuracy
- Analyze financial data and preparing clear and accurate financial statements and reports
- Compose and prepare correspondence and reports independently or from brief instructions and established formats
- Establish and maintain records and files
- Operate a variety of office equipment, including calculating machines; using computer terminal to enter, access and make changes to information
- Understand and follow verbal and/or written directions
- Communicate effectively in person, over the telephone and in writing
- Establish and maintain 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:**

Three years of experience performing either cashiering, financial record-keeping, accounts payable or receivable 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 use standard office equipment including a computer. Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines. Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in writing, in front of groups and telephonically. Dexterity of hands and fingers to operate a computer and standard office equipment. Physical agility which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Non-Discrimination in Employment:**

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

FLSA Status

Non-Exempt

Approval Date

N: 03/69 R: 03/80, 11/85, 02/97, 02/03, 2/18

Salary

Range 22