

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ACCOUNT CLERK II

DEFINITION:

Under the general direction of the Chief Business Officer, performs the more difficult and responsible duties necessary to receive, process and record data relating to one or more accounting and record keeping procedures.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Verifies accuracy and appropriateness of documents, codes and posts transactions into a computerized data entry program supporting the accounting system
- Traces transactions to source documents and/or other departments to identify and determine discrepancies
- Processes warrants, registers, reports and other necessary documents.
- Reviews documents for accuracy, completeness and conformance to established procedures, regulations and contracts
- Performs a variety of bookkeeping/accounting related duties
- Performs the range of receptionist duties when necessary including answering telephones, receiving and forwarding messages, providing information to parents, students, and the public
- Performs miscellaneous office procedures, like copying materials, maintaining files
- Provides accounts payable information to districts and vendors
- Performs computer operations including data entry and routine file maintenance
- Communicates with vendors, personnel, and the public in expediting business office transactions
- Operates necessary office machines in a safe and efficient manner
- Performs the general accounting duties and other related District business transactions necessary to receive, process and record data relating to accounts payable, receivable, and other business tasks
- Determines and verifies proper object and programs codes as relates to processing of warrants, purchase orders, employee reimbursements, in addition to warrants and other necessary documents
- Prepares and processes journal voucher, deposits of funds, and related documents
- Prepares monthly/quarterly reports for review and signature of the Chief Business Officer
- Assists site and program managers with monthly reconciliations
- Makes recommendations for potential procedural changes
- Performs other work as required

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures
- Standard English usage, spelling, grammar, and punctuation
- Proper bookkeeping methods, practices and procedures
- Standard office machines, including computers and software applications for the specific areas of responsibility
- Appropriate laws, codes, regulations, requirements, and standards related to assigned area(s) of responsibility

ABILITY TO:

- Provide a positive, pleasant, supportive reception to the public
- Respond promptly to requests to provide needed information, assistance, training, materials and resources
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines
- Apply bookkeeping practices and procedures as they pertain to school district accounting
- Analyze financial data and prepare accurate records and reports
- Perform difficult accounting/clerical work requiring the use of independent judgment and decisions
- Make arithmetical computations rapidly and accurately
- Use-10 key calculator
- Effectively communicate orally, in person, on the telephone, and in writing
- Ability to type accurately at 55 words per minute
- Complete detailed work requiring accuracy
- Operate office machines
- Establish and maintain cooperative working relationships with those contacted during the performance of job duties
- Complete tasks with minimum supervision
- Relate positively to students, staff and the public
- Maintain confidentiality of all
- Effectively communicate in both oral and written form
- Work independently

EXPERIENCE:

- Two years of bookkeeping/clerical experience, preferably in a school district

REQUIRED EDUCATION:

- Formal or informal education or training which ensures the ability to read and write at a level for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities
- High School Diploma or equivalent with an emphasis in business courses

- Bookkeeping or related courses at the community college level preferred

DESIRABLE QUALIFICATIONS:

- Basic knowledge of computers in business practices
- Two years previous public school business office or school site experience
- A.A. degree in accounting related major
- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk (frequently);

Sit for sustained periods of time (constantly);

Climb stairs, steps, and step ladders; (occasionally);

Lift up to 20 pounds (rarely);

Lift between 1 and 10 pounds (occasionally) – ream(s) of paper, manuals;

Carry up to 20 pounds (rarely);

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

First Reading: 12-20-94

Second Reading: 1-03-95

Board Approval:

Revised: 6-2-09

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