

Southern Kern Unified School District Position Description

Position Title: **Accounting Clerk I**

Department: Business Services

Reports To:

Prepared By: Staff Date: January 30, 2013

Approved By: Board of Education Date:

DEFINITION: Under supervision, to perform a variety of general clerical work in connection with maintaining and verifying manual, or computer assisted financial and statistical records and reports. To Prepare routine fiscal related reports and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- *Assembles, tabulates, checks, and files accounting, financial, property control and statistical data*
- *Processes documents including invoices, purchase orders, warrants and inventory records*
- *Operates a computer terminal in posting to fiscal, and property control financial records*
- *Posts to subsidiary ledgers*
- *Assists in preparing financial statements and summaries*
- *Reviews and balances computer-prepared reports*
- *Performs mathematical calculations and verifies computations*
- *May receive money and maintain records of cash receipts*
- *Accounts for and prepares bank deposit documents*
- *May assist in the preparation of revolving fund statements and reports*
- *May prepare warrants and warrant registers*
- *Types a variety of documents such as requisitions, bid documents, purchase orders, warrants, and other related documents*
- *Maintains fiscal and financial-related records and files*
- *Performs general clerical duties, including sorting, filing, duplicating, data searching and abstracting, answering the telephone, and responding to informational inquiries.*

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: Knowledge of methods, practices, and terminology used in fiscal and financial record management. Operation of standard office equipment, including computerized accounting systems and 10-key calculator. Financial and fiscally related report preparation and formatting Microsoft Excel.

ABILITY TO: Effectively and efficiently perform general accounting functions. Make Mathematical calculations with speed and accuracy. Effectively operate standard business machines and equipment. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships.

EDUCATION and/or EXPERIENCE:

- One year of experience in general accounting with computer assisted record management systems in a business office. OR Associate of Arts degree with at least three semester units in accounting. High School, supplemented by at least three semester units or post high school coursework in accounting or bookkeeping, or the equivalent to three semester units.

Condition of Employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Regularly required to sit, talk and hear.
- Frequently required to stand, walk and reach with hands and arms.
- Occasionally lift and/or move up to 20 pounds.
- Occasionally type for long periods of time.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.
- The employee continuously interacts with the public and other staff.
- The employee must be able to meet deadlines with severe time constraints and multiple demands.

This position has a probationary period of six months or 130 days, whichever is longer.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.