



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1983

Account Clerk I

DEFINITION

Under general supervision, to perform a variety of account clerical work of average difficulty involving the preparation and maintenance of District financial and statistical records and to do related work as required.

EXAMPLES OF DUTIES

Assembles, matches, sorts, tabulates, checks and files numerical data; keeps basic financial records and processes documents involved in financial transactions; receives purchase orders, invoices and claims; matches invoices to purchase orders; checks extensions, addition and quantities, makes necessary corrections and computes discounts; separates, types and files warrants; codes and maintains payroll records; disburses checks and maintains files of check vouchers; posts, verifies, balances and adjusts accounts; receives, sorts, stamps, indexes and files bills, invoices, vouchers, applications, requisitions, purchase orders and other documents; clears requisitions for payment and verifies charges and accounts against which charges will be made; receives, validates and receipts for payments; performs general cashiering duties, receiving payments and maintaining records; balances petty cash slips; prepares collections for deposit; operates adding, calculating and other office machines; maintains a variety of financial and statistical record; files records and documents; assembles financial and statistical data for various reports from files and records; types financial summaries, purchase orders, requisitions, memoranda and correspondence; receives, opens and routes mail and performs a variety of general clerical duties.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Modern office methods and procedures;
- Basic methods and practices of financial recordkeeping;
- Operation of general office machines and equipment.

Ability to:

- Perform a variety of financial or statistical recordkeeping work of average; difficulty involving the use of independent judgment, accuracy and speed;
- Perform clerical work and make arithmetical computations with speed and accuracy;
- Maintain accurate financial and statistical records;
- Operate standard office equipment such as adding machines, calculators and typewriters;
- Provide information and assistance to students, staff and members of the general public with courtesy, efficiency and tactfulness;
- Learn office policies, rules and practices;

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Understand and carry out oral and written instructions;
Establish and maintain cooperative relationships with those contacted in the course of work.

Training and Experience

Any combination of training and experience, which could likely provide the required knowledges and abilities, is qualifying. Atypical way to obtain these knowledges and abilities would be:

One year of experience in financial or statistical recordkeeping activities.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 142
- 12 months