



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1983

Account Clerk II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the assignment of clerical accounting duties involving the preparation and maintenance of more complex financial and statistical records than would typically be assigned positions allocated to the class of Account Clerk I. Procedures are generally established and regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of the incumbents. An Account Clerk II is expected to solve independently a variety of problems relating to the records maintained or the procedures followed. Supervision is generally exercised only through a review of completed work and incumbents are expected to identify for themselves those problems, which require attention from supervisory personnel.

EXAMPLES OF DUTIES

Maintains District financial and statistical records; receives financial documents and screens for accuracy and adherence to legal and procedural requirements; carries out procedural steps to insure or authorize payments, posts data to records and checks and balances totals, prepares warrants and claims; encumbers funds; performs a variety of duties involved in District fringe benefit administration, accounts payable, classified and certificated payrolls, Adult Education accounting, cafeteria accounting, retirement and insurance programs, revolving cash funds and clearing accounts and inventory control; processes purchase orders, purchase requisitions, invoices and warehouse requisitions; maintains accounting records for District high schools and intermediate schools; makes computation, applying standard formulas and using predetermined guides; prepares financial reports and summaries independently; makes up trial balances and recapitulations from records maintained; may contact schools and district employees to discuss financial records and transactions; gives authoritative information on records maintained.

REQUIRED QUALIFICATIONS

Knowledge of:

Procedures, policies, rules and practices affecting the preparation and maintenance of District payrolls, accounts payable and receivable, insurance and fringe benefit programs, cafeteria accounting, student body accounting, Adult Education and accounting and inventory control records;
Practices of account, financial and statistical recordkeeping including elementary bookkeeping;
Filing methods and procedures;
Correct English usage, spelling, grammar and punctuation;
Modern office methods and procedures.

Ability to:

Perform difficult financial, statistical and account recordkeeping involved with the preparation and maintenance of District payrolls, accounts payable and receivable, insurance and fringe benefit programs, cafeteria accounting, student body accounting, Adult Education accounting and inventory control records;
Make arithmetical calculations quickly and accurately;
Operate calculating equipment with speed and accuracy;
Operate a typewriter;
Assist in the preparation of special reports;
Update and maintain a variety of statistical and financial files and records;
Meet the public tactfully and courteously and answer questions in person and over the telephone;
Understand and follow oral and written instructions;
Establish and maintain cooperative working relationships with others.

Training And Experience

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

Two years of increasingly responsible experience in financial, accounting or statistical recordkeeping activities.

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

- Range 150
- 12 months