

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE **ACCOUNT CLERK 3**

DEFINITION

Under general supervision of a designated management employee, to perform responsible record keeping and fiscal functions, which involve manual, machine and/or computer-assisted record management systems; prepare a variety of fiscally-related reports and records on a district-wide basis. Prepare District facility related projects under the direction of the Director of Facilities; schedule community use of District facilities; generate student data for State assessment and related reasons; and to do other related work as required.

EXAMPLES OF DUTIES

Processes and files documents, including requisitions, purchase orders, invoices, and warrants/checks; established, balances, verifies, adjusts and maintains accounting and fiscally related records and reports; processes a variety of documents pertaining to financial related transactions; operates a mini-computer terminal in posting to records and files and in preparing journals and reports; receives money and prepares a record of cash receipts; may prepare bank deposit documents; may reconcile bank statements; assists in reconciling revolving cash and clearing accounts; performs or assists, as assigned, accounts payable functions, such as regular, food services, and/or employee benefits, including vendor invoice review, price extension, and sales tax and freight charge computation; reviews and verifies financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines; makes complex arithmetical calculations and verifies computations; may process insurance carrier premium payments which includes adjustments for participation additions and deletions; prepare or assist in the preparation of a variety of statements and reports including facility related projects and e-rate materials; act as liaison between the sites to insure proper District-wide data collection and computer input for student records and other federal, state, and District student related reports; respond to user requests by formatting and generating a variety of standardized and custom reports; write queries to extract data for the reports; utilize spreadsheet and database software to download data for reports, to transmit data to users, to prepare mail merges, and to prepare data for export into other programs; may provide information to other agencies and District employees pertaining to financial record matters, issues and concerns; assists in developing system improvements. Perform clerical duties, including sorting, filing, duplicating, searching, answering the telephone, making arrangements as needed for substitute assignments from a District facility, and responding to informational inquiries.

MANDATORY QUALIFICATIONS

Knowledge of: Methods, practices and procedures pertaining to accounting and fiscally-related record management systems; computer-assisted accounting and fiscal record management systems; bank deposits and statement reconciliation processes; fiscal report preparation and formatting; employee benefit programs and related record management systems; computer program expertise (i.e., Word, Excel or other spreadsheet programs, Internet, Reflections, PageMaker, programs for transmission of data to State and other organizations).

Ability to: Effectively and efficiently perform accounting and fiscally-related clerical functions; prepare and review financial reports, records and related summaries; perform double entry bookkeeping, as required by the assignment; skillfully operate business machines including a microcomputer, and related peripherals and equipment; type at a net corrected speed of 40 words per minute; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; maintain a valid California drivers license.

Experience: Five years of increasingly responsible experience, preferably in public schools, in record management and reporting involving computer-assisted processes.

Education: Equivalent to the completion of the 12th grade, supplemented by training, coursework or experience related to accounting, data processing, bookkeeping and business practices and procedures.

