

COAST UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE ACCOUNT CLERK 1

DEFINITION

Under supervision of a designated management employee, to perform a variety of tasks in connection with maintaining and verifying manual, machine and/or computer prepared financial and statistical records and reports; to prepare fiscally-related reports and records; and to do other related work as required.

EXAMPLES OF DUTIES

Assembles, tabulates, checks and files accounting related data; processes and files documents, including requisitions, purchase orders, invoices, warrants/checks and inventory records; may occasionally operate a computer terminal in posting to fiscal and financial records; may post to subsidiary ledgers; prepares or assists in the preparation of a variety of statements and reports; reviews and balances machine and computer prepared reports; performs arithmetical calculations and verifies computations; may receive money and maintain records of cash receipts; accounts for and prepares bank deposit documents; may prepare warrants/checks and warrant/check registers; types a variety of financial related documents as needed; maintains fiscal and financial records and files; performs general clerical duties, including sorting, filing, duplicating, searching, answering the telephone, and responding to informational inquires.

DESIRABLE QUALIFICATIONS

Knowledge of: Basic methods, practices and terminology used in fiscal and financial record management; operation of accounting machine and other office equipment; financial and fiscally-related report preparation and format.

Ability to: Effectively and efficiently perform general accounting clerical functions; make arithmetical calculations with speed and accuracy; effectively operate standard business machines and equipment; type at a net corrected speed of 40 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships; show evidence of having a current valid First Aid and C.P.R. certificate(s) or certify a willingness to take course(s) in order to receive a valid certificate(s) within six (6) months of employment.

Experience: One year of experience in general accounting work, with some responsibility for machine or computer-assisted record management systems.

Education: Equivalent to the completion of the 12th grade, supplemented by coursework or training in financial record maintenance, bookkeeping or related functional areas.