

ACCOUNT CLERK II

DEFINITION

Under supervision, to perform moderately difficult clerical accounting work required in the maintenance of fiscal records; and to do related work as required.

EXAMPLES OF DUTIES

Perform a variety of financial record keeping work, applying standard procedures in the preparation, processing and maintenance of accounting and financial record keeping and/or statistical reporting; receive financial documents, screening for accuracy and completeness; receive and/or disburse funds related to assigned area; post, assemble and tabulate financial data; process documents involving financial transactions; prepare warrants; maintain detailed records by individual project; keep ledger accounts, correcting irregularities; may receive money and maintain records of receipts; prepare journal entries and reconcile various fiscal records and documents; make arithmetical computations; may contact agencies and departments within and outside the District; may assist in year-end closing; may make bank statement reconciliations; maintain files and perform miscellaneous clerical accounting duties as required.

QUALIFICATIONS

Knowledge of

Basic methods, practices and terminology in financial record keeping; California sales tax; correct English grammar, spelling and punctuation; modern office methods, procedures and practices and office automation.

Ability to

Utilize accounting principles, Education Code guidelines and County guidelines; make arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; follow general office procedures and filing systems; operate standard computer programs and perform related data entry; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

Experience

One year of fiscal record keeping experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

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