

### ACCOUNT CLERK III

#### DEFINITION

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

#### EXAMPLES OF DUTIES

Process financial transactions related to accounts payable, accounts receivable, inventory and other related fiscal record keeping; assemble, verify and post financial data utilizing various business systems and excel spreadsheets; may prepare journal entry corrections, checking and correcting irregularities; audit and proof accounting reports; audit and proof accounts payable and/or accounts receivable data entry reports; may perform accounts payable relating to contracts, bids, leases and other operating expenditures; may maintain revolving cash accounts, including processing checks and registers; may prepare reports to reconcile expenditure and revenue to individual general ledger accounts; may collect, receipt and deposit currencies, make bank statement reconciliations prepare statistical reports; contact agencies or departments within and outside the District; may prepare income and abatement reports; may maintain inventory; audit invoices to receiving documents and purchase orders; may perform secretarial functions as needed for assigned staff; may assist in year-end closing; maintain files and perform miscellaneous clerical accounting duties as required; correct tax computation errors and other discrepancies; may record and assist in collection of non-sufficient funds checks.

#### QUALIFICATIONS

##### Knowledge of

California sales tax; principles and practices of financial record keeping; basic methods, practices and terminology of financial record keeping; correct English grammar, spelling and punctuation; modern office methods, procedures and practices and office automation, including electronic spreadsheets.

##### Ability to

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

##### Experience

Two years of experience in financial or statistical record keeping which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, preferably supplemented by courses in bookkeeping or accounting.

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: September 5, 1979

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

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

Revised: March 13, 2007, effective April 1, 2007

Revised: May 13, 2013, Board Approved April 8, 2014