

Escondido Union High School District Job Description

Job Title: Accounts Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Fiscal and Related Classes
FLSA Status: Nonexempt
Salary Level: 25
Approved By: Board of Education
Approved Date: February 17, 2009

NATURE OF WORK

Obtains financial data for use in maintaining accounting records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compiles, sorts and audits documents, such as invoices and checks, substantiating business transactions.

Verifies and posts details of business transactions, such as funds disbursed, and totals accounts.

Types vouchers, invoices, checks, account statements, reports, and other records.

Checks conference reimbursement requests for compliance with district and county policies and regulations.

Generates Revolving Fund, writes checks and requests reimbursement from county office of education, according to standardized policy.

Processes requisitions and travel requests for reimbursement or payment through Revolving Fund.

Prepares invoices and enters data into County system for issue of commercial warrants, according to standardized policy.

Prepares various reports, as assigned, such as Sales Tax Reports, Fuel Tax Reports.

Maintains files related to assigned responsibilities.

Reconciles bank statements for numerous accounts.

Prepares detailed monthly financial statements/reports for Associated Student Body for each high school.

Identifies current liabilities/expenses; accumulates payment records, prepares journal entries based on account analysis.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), supplemented by courses in basic accounting principles and procedures. Minimum two years office experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Drivers License

KNOWLEDGE OF:

Accounts payable principles and practices of financial record keeping; generally accepted accounting and invoice auditing procedures; basic arithmetic principles; English usage, spelling, grammar and punctuation; modern office practices procedures, and methods, including the use of standard office machines pertinent to assigned operations; Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

ABILITY TO:

Use computer database, electronic spreadsheets, to read and understand county and district computer systems, to maintain accurate records and to perform detailed work in a moderately isolated environment; keyboard at a minimum of 40 words per minute; rapidly perform calculations on a 10-key number pad; understand and follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS

The individual assigned to this position must demonstrate an organized, accurate and detail-oriented work style and must be able to amicably interact with employees from other departments on an occasional basis.