

**Escondido Union High School District
Job Description**

Job Title: District Finance Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Fiscal & Related Classes
FLSA Status: Nonexempt
Salary Level: 25
Approved By: Board of Education
Approved Date: 11/16/10

NATURE OF WORK

Perform support accounting duties for the district office finance staff, including matching invoices to packing slips and purchase orders.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES include the following:

Perform a variety of clerical accounting duties in support of the accounts payable function of the finance department; assemble, match, sort and prioritize invoices for payment, including invoices for blanket purchase orders; verify that invoices have the required signatures for payment authorization; check invoice extensions and compute totals, net amounts, discounts, and applicable taxes; contact vendors regarding discrepancies.

Assist the finance department during the fiscal year-end close process; this includes identifying invoices that need to be set up as current liabilities.

Responsible for the verification of travel reimbursement claim forms for completeness and accuracy according to district policy before forwarding for payment processing.

Maintain files related to assigned responsibilities.

Sort and disseminate mail and reports to departments and sites.

Perform a variety of general clerical duties in support of assigned activities such as preparing correspondence, duplicating materials, processing forms and answering telephone calls.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and related software.

Perform other related duties as assigned.

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.