

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

ACCOUNT CLERK I

DEFINITION

To perform routine accounting clerical work involving the maintenance of financial and statistical records.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Account Clerk series. Positions in this class are normally assigned the more routine work such as posting, adding, computing and re-computing, and comparing and filing financial data or statistical information. Records maintained by positions in this class are reviewed regularly; incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a super-visor. A variety of general clerical duties may be assigned which require the exercise of some initiative and general understanding of the rules, policies, and procedures of the department.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are nor limited to, the following:

Gathers, assembles, tabulates, checks, and files financial and statistical data. Processes documents involved in financial transactions. Performs arithmetical calculations. Verifies daily and monthly labor costs. Maintains simple ledger accounts balancing such accounts and checking and correcting irregularities. Maintains records of receipts; assists in making financial and statistical reports of records and accounts maintained. Operates various office machines, including the typewriter, adding machine, and calculator. Organizes and maintains daily financial records, maintains weekly inventories. Verifies time sheets. May contact vendors regarding discrepancies in deliveries or bills. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of recordkeeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of basic mathematic principles. Ability to learn financial recordkeeping terminology and procedures. Ability to post financial data to accounts. Ability to operate standard and specialized office equipment.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Account Clerk I (Continued)

Knowledge and Abilities (continued)

Ability to understand and carry out oral and written directions. Ability to perform calculations quickly and accurately. Ability to type at a speed necessary for performance of assigned duties. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general clerical experience preferably involving the posting of financial data to accounts.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date: