

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**ACCOUNT CLERK II**

DEFINITION

To perform accounting clerical work of average difficulty involved in the maintenance of financial and statistical records.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Account Clerk series. Positions assigned to this class can be distinguished from lower level classes by the greater amount of independence with which the incumbent is expected to operate in the processing and maintaining of financial records and accounts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Gathers, assembles, tabulates, checks, and files financial and statistical data. Arranges, posts, checks, balances, and adjusts financial data including encumbrances, expenditures, and receipts. Establishes and maintains subsidiary ledgers. Performs routine verifications in accordance with established procedures. Maintains control accounts; balances accounts and takes trial balances. Receives and accounts for cash; prepares daily bank deposits to various accounts. Types warrants from properly authorized invoices. Audits invoices as to accuracy, conformance with purchased quantities and prices, and proper authorization. Performs arithmetic calculations; checks various statistical and accounting tables and reports. Prepares invoices and lists of warrants for approval for payment. Mails warrants to vendors. Operates calculator, adding machine, and other office machines. types registers, war-rants, and various regular and special reports. Compiles and types periodic financial statements. Answers questions regarding financial and accounting procedures, account balances, and related matters. May interpret and apply appropriate rules and regulations. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of recordkeeping and financial record-keeping practices. Knowledge of

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Account Clerk II (Continued)

Knowledge and Abilities (Continued)

financial recordkeeping terminology. Knowledge of English usage, spelling, grammar, and punctuation. Knowledge of basic mathematic principles. Ability to maintain and balance basic financial records. Ability to learn, interpret, and apply rules, regulations, and policies. Ability to perform accounting clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. Ability to type at a speed necessary for performance of assigned duties. Ability to understand and carry out oral and written directions. Ability to perform calculations quickly and accurately. 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:

Two years of accounting clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: