

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SENIOR ACCOUNT CLERK

DEFINITION

To oversee and maintain workflow in the Accounts Payable Department, to perform accounting clerical work of above average difficulty involved in the maintenance of financial and statistical records.

DISTINGUISHED CHARACTERIST

Positions assigned to the class operate with initiative and independence in coordinating, processing, and maintaining financial records and accounts.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory staff.

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

Provide oversight of accounts payable operations/workflow. Attend meetings/workshops and provide recommendations for implementation. Maintain records storage per state and district regulations. Develop and provide staff training in the use of technology and procedures. Serve as technical resource for county, district, and school site staff in the accounts payable area. Interpret and apply proper payment process to bid items. Prepare and produce government reports, provides specialized reports and analyses. Maintain purchase order and payment records on District purchases. Establish and maintain subsidiary ledgers. Produce general accounting information and reports using business office computer systems. Compose and type correspondence, memos or reports. Operate a computer terminal to verify payment status, research vendor inquiries. Receive and initiate a variety of telephone and personal contacts with District staff and vendors. Audit invoices for accuracy, conformance with purchased quantities and prices, and proper authorization. Audit and process employee reimbursements. Audit and complete monthly/annual sales tax reports. Data entry of district warrants and processing documents. Participate in the year end financial close and reconciliation process. Perform arithmetic calculations. Operate calculator, computer, and other office machines/equipment. Interpret and apply appropriate rules and regulations.

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

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures and equipment. Knowledge of recordkeeping and financial recordkeeping practices. Knowledge of 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 perform accounting clerical work with speed and accuracy. Ability to operate standard and specialized office equipment. 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

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

Three years of recent accounting clerical experience.

Training

Equivalent to completion of the 12th grade. An AA Degree in Accounting or a related field is desirable.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

Board Adopted: January 7, 1997