



Classification Summary

1. Positions in the Accounting Clerk series perform bookkeeping and financial records keeping work in the implementation of the district's accounting system and standards for audits. Perform other related work as required.
2. The Accounting Clerk II classification is the journey/working level within an accounting area. The accounting areas include payroll, accounts receivable/payable, lunch fund, budget records, and the general accounting system. Positions in this classification are characterized by maintenance of financial records requiring analytical skills in records reconciliation and the exercise of independent judgment in identifying and resolving problems. Position requirements include in-depth knowledge of the principles, practices, procedures, and techniques in the specific accounting area assigned.

Distinguishing Characteristics

1. This classification series is distinguished from other financial records maintenance classifications by its allocation within a centralized financial services organization and is differentiated from those allocated at schools classified as Finance Clerk.
2. The Accounting Clerk II classification is delineated from the Accounting Clerk III classification by assignments within a specific area of the financial records keeping function.
3. The Accounting Clerk II classification is delineated from the Accounting Specialist classification in that the specialist is assigned as a lead worker within a specific area of the financial records keeping function.

Required Knowledge, Skills and Abilities

(The following are in addition to those of the Accounting Clerk I classification. Some of the factors from the Accounting Clerk I classification are transformed from "abilities" to journey level knowledge and skills.)

1. Working knowledge and skills in a specific area of the accounting and financial records maintenance function.
2. Working knowledge of accounting principles, practices, procedures, and techniques.
3. Demonstrated abilities in applying bookkeeping and financial records maintenance practices using a computer records management system.
4. Demonstrated interpersonal and communications skills.
5. Ability to work independently and within a work team.
6. Ability to provide training assistance to others.
7. Maintains regular and prompt attendance.
8. Perform other related duties as assigned.

Minimum Qualifications for Class Entry

1. Graduation from a senior high school or equivalent, preferably supplemented by course work in bookkeeping, accounting, or related field.
2. Two years of progressively responsible experience in bookkeeping and financial records maintenance.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.