



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 III is the senior level at the generalist accounting level. Expertise and assignments encompasses two or more areas of the accounting function. Positions in this classification require knowledge of the various accounting systems and associated accounting principles, practices and techniques. This classification is characterized by both the breadth and depth of knowledge within a total financial records maintenance organization. Positions in this classification may also be assigned leadership responsibilities within a work team within the Financial Services office or in conjunction with other administrative functions.

Distinguishing Characteristics

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. This classification is delineated from the Accounting Specialist classification by its accounting generalist direction rather than lead worker responsibilities.

Required Knowledge, Skills and Abilities

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

1. Working knowledge of accounting and audit practices and principles within two or more areas of the financial records management function.
2. Knowledge of, and ability to apply, district financial records management policies and standards.
3. Interpersonal and team building skills.
4. Knowledge of the total Financial Records and resource management system, including interdependencies between budget, human resources, payroll, and grants.
5. Maintains regular and prompt attendance.
6. 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. Four years of progressively responsible experience in bookkeeping which afforded the required knowledge and skills in various areas of the financial records maintenance/accounting field.

Work Environment

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