



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. Performs accounting and data entry duties in order to direct the general ledger and data entry functions of the accounting department.

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. This class is distinguished by the requirement to balance all district funds and assigned accounts and the supervision of clerks assigned to this function to ensure prompt and accurate entries into the accounting system.

Supervisory Relationships

1. Reports to and receives direction and work assignments from the Accounting Services Supervisor.
2. Supervises the General Accounts Clerks assigned to area of responsibility.

Examples of Work Performed

1. Balance bank accounts, liabilities and accruals; compare cost analysis with the checkbook and make necessary journal entries to balance the account. Compare cost analysis to the spread sheet, balance each liability and make proper journal entries.
2. Batch and post receipts, journal entries and vouchers into OTIS system.
3. Maintain assigned accounts such as gasoline inventory account; code and charge appropriate accounts and prepare journal entries.
4. Research requests for information from department personnel on accounts from the OTIS system.
5. Balance daily the ledgers for all funds; reconcile discrepancies and make correct journal entries.
6. Verify and balance monthly bills with accounts payable balance; reconcile discrepancies.
7. Prepare annual cost by level report, compile and compute expenses by department and school level for submission to Board of Directors.
8. Maintains regular and prompt attendance.
9. Perform other related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of bookkeeping and accounting practices and procedures.
2. Knowledge of district accounting system, policy and procedures.
3. Ability to supervise the work of subordinate clerks in area of assignment.
4. Ability to operate standard accounting office equipment including proficiency on the OTIS system.
5. Ability to establish and maintain effective work relationships.

Minimum Qualifications for Class Entry

1. Graduation from an accredited training program in bookkeeping.
2. Three years previous experience in accounting and data entry preferably in a public setting.

Work Environment

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