



Classification Summary of Series

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 I classification is the entry level of the classification series involving standardized bookkeeping work. These positions are usually allocated within a specific component of the Financial Services Department such as payroll, general accounting/accounts receivable, accounts payable, budget accounting, or grant accounting.

Distinguishing Characteristics of and Within Class Series

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 I classification is delineated from the Accounting Clerk II classification by its entry and training level focus within a specific area of the financial records keeping function.

Required Knowledge, Skills and Abilities

1. Knowledge of bookkeeping principles and acceptable practices.
2. Demonstrated ability to operate office equipment associated with financial records maintenance.
3. Ability to learn and adapt to state and district accounting processes.
4. Ability and willingness to learn automated financial records systems and the use of computers.
5. Ability to post data and make accurate arithmetical computations.
6. Ability to communicate effectively with employees, administrators, auditors, and the general public.
7. Ability to understand and apply standardized bookkeeping policies and procedures.
8. Maintains regular and prompt attendance.
9. Performs other related duties as assigned.

Minimum Qualifications for Class Entry

Graduation from a senior high school or equivalent, preferably supplemented by course work in bookkeeping, accounting, or related field. One year of experience in bookkeeping.