



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Account/Inventory Control Clerk</i>	# 2125
SALARY PLACEMENT:	Range L, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely-related nature.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; record keeping techniques; Macintosh computer skills.

MINIMUM EXPERIENCE:

Two years of increasingly responsible experience in bookkeeping or accounting.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Analyze financial data and prepare accurate records and reports; ability to carry out oral and written directions; communicate effectively; establish and maintain cooperative working relationships; ability to operate necessary office equipment including a PC; perform mathematical calculations quickly and accurately; assist compiling and analyzing financial and statistical information and data. Assure that assigned tasks are completed within established time or reporting deadlines. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management personnel, performs a wide variety of complex and responsible computational inventory, accounting, and clerical duties. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Oversees shipping and receiving for the assigned program; maintains inventory records; processes purchase orders; verifies items received; tags equipment and furniture; receives materials and places in warehouse.
2. Reviews, maintains, and processes fiscal/accounting records and transactions related to accounts payable and accounts receivable.
3. Reviews and corrects a variety of documents for accuracy and compliance with rules and regulations including payroll documents, travel claims, purchase orders, expenditure/revenue transfers, warrant cancellations, journal entries, deposit forms, etc.

ESSENTIAL FUNCTIONS: (CONTINUED)

4. Posts, checks, assembles, tabulates, audits and compares statistical and financial data; enters data into computer.
5. Checks documents for proper budget authorization before processing.
6. Maintains fiscal records and/or worksheets for all calculations, extensions, and verifications related to record keeping for assigned accounting and/or fiscal areas including accounts receivable and accounts payable.
7. Assists in making financial and statistical reports or records and accounts maintained.
8. Prepares monthly and special billings for payment; logs and write warrant requests or checks and submits for proper authorization.
9. Acts as a resource person regarding specialized program area(s), and the general public, explaining procedures and processes of assigned programs.
10. Prepares journal vouchers, entries to provide full documentation for record-keeping functions related to assigned department, program area(s) and/or district accounts.
11. Performs related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.