



---

## Job Description

---

<b>POSITION TITLE:</b>	<b>Senior Account Clerk</b>	<b># 2345</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 28</b>	

---

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a 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. Possess two years of increasingly responsible experience in bookkeeping or accounting.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

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

**DISTINGUISHING CHARACTERISTICS:**

The Account Clerk is an entry-level class to the accounting family and performs basic numeric and statistic work in addition to a full range of clerical support tasks. The Senior Account Clerk is responsible for an assigned set of accounts requiring prescribed processing of financial records or data.

**SUMMARY OF POSITION:**

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

**ESSENTIAL FUNCTIONS:**

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

1. Reviews, maintains, and processes fiscal/accounting records and transactions related to accounts payable and accounts receivable.
2. 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.
3. Posts, checks, assembles, tabulates, audits and compares statistical and financial data; enters data into computer.
4. Checks documents for proper budget authorization before processing.

5. 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.
6. Assists in making financial and statistical reports or records and accounts maintained.
7. Prepares monthly and special billings for payment; logs and writes warrant requests or checks and submits for proper authorization.
8. Acts as a resource person regarding specialized program area(s), and the general public, explaining procedures and processes of assigned programs.
9. May prepare journal vouchers, entries to provide full documentation for all record keeping functions related to assigned department, program area(s) and/or district accounts.
10. 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.

rev 3/10/10 ms

rev 9/10/12 sc