

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Account Clerk II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-26/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of accurate accounting and clerical functions in connection with assigned accounts for a District department or program departments to provide reasonable, timely delivery of professional services ensuring the financial viability of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Receive, sort, match, input, and file invoices and purchase orders in a reasonable, timely manner to ensure processing of payments to the appropriate sites, departments or outside agencies. *E*

Review transactions for receipt of materials, price, extension and terms to ensure accuracy of orders received. *E*

Process invoices and purchase orders with proper vendor and account numbers to provide reasonable, timely delivery of services. *E*

Operate a variety of office equipment including but not limited to copiers, fax machines, computer and assigned software to input data and generate reports; select correct screen for data entry. *E*

Record and file accounting data as needed to ensure compliance; maintain auditable records and files for assigned program; tabulate data for reports. *E*

File payments, review vendor reports, and make corrections in a reasonable, timely manner as required to ensure accuracy. *E*

Confer with vendors regarding payments and warehouse personnel regarding receipt of goods; communicate with site or department personnel regarding individual purchases and related charges; process confidential or sensitive information as needed. *E*

Receive, count and balance cash. *E*

Type various report forms and memoranda as directed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in the maintenance of financial or statistical records.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices and procedures.
Methods and practices of financial record keeping.
Operation of computer and appropriate software including but not limited to word processing and spreadsheet.
Office practices and procedures including basic functions of computer operations, scheduling and job flow.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform accounting clerical work.
Make mathematical computations with speed and accuracy.
Prepare accurate financial reports.
Operate office machines.
Type with accuracy.
Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems/software programs to apply to current work.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Plan, organize and meet schedules and time lines.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to read, review and ensure accuracy of financial statements and reports; dexterity to operate a computer and other office equipment; sitting for extended periods of time; bending at the waist; kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the phone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions