

ACCOUNTING CLERK

DEFINITION

Performs routine accounting clerical work involved in preparing and maintaining financial records and reports according to established procedures within the department or program.

DISTINGUISHING CHARACTERISTICS

An Accounting Clerk performs a wide variety of routine bookkeeping and accounting clerical duties requiring the application of accounting systems and procedures. Positions in this class are normally performing time reporting, accounts payable and receivable functions, and assisting in maintaining and preparing a variety of financial control records and reports within an established accounting system.

A Senior Accounting Clerk assumes functional responsibility for a clerical accounting or bookkeeping activity such as maintenance of programs or accounting records/ledgers. Maintain and reconcile account balances, prepares financial statements, prepares and maintains a variety of complex accounting transactions and reports and analyzes and examines accounting data for an assigned function. The work of this class requires the frequent use of independent judgment in making decisions within established accounting systems and procedures.

SUPERVISION EXERCISED AND RECEIVED

Immediate supervision is provided by a higher-level accounting, management or administrative position.

No supervision is exercised over District personnel.

EXAMPLES OF DUTIES

Prepares various requests for payments, such as requisitions, personal services agreements, etc. in compliance with District accounting procedures including the availability for funds and proper classification.

Prepares and maintain time reports for payment of employees.

Inputs a variety of accounting information through the use of a computer terminal using applicable accounting software systems.

EXAMPLES OF DUTIES (continued)

Prepares journal vouchers from various source documents, subject to approval by the District accounting office.

Responds to routine accounting questions from other District employees.

Prepares and types special lists and records.

Gathers, tabulates and summarizes financial data.

Makes arithmetical calculations and checks various accounting tables and reports.

Compiles statements of attendance hours and assists in preparing accounting reports.

Checks, assembles and records payroll data.

Assists in compiling data for monthly board reports.

Classifies data according to existing accounting systems.

Collects money, issues receipts and prepares deposits. Maintains records of budgets, encumbrances, expenditures, receivables, and other items.

Types letters on word processing equipment.

Prepares budget transfers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, and terminology used in financial and accounting recordkeeping work.

Knowledge of spreadsheet software.

Ability to:

Operate a typewriter, calculator, computer terminal, and other common office machines.

Post and make arithmetic computation.

QUALIFICATIONS (continued)

Perform varied clerical accounting work and learn varied accounting procedures and system requirements.

Understand and carry out oral and written instructions.

Keep financial and statistical records.

Work independently in the absence of supervision.

Learn accounting software programs as applicable.

EMPLOYMENT STANDARDS

Minimum Requirements:

Two years of experience in keeping or working with accounting, financial or statistical records.

5 units of accounting.

5 additional units in business-related courses such as computer science, finance or business administration OR 1 additional year of experience in working with accounting, financial or statistical records.

Computer software experience.

Desirable Qualifications:

Experience with school and/or college accounting structure.

Physical Requirements:

Ability to sit and enter data for long periods of time.