

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: ACCOUNT CLERK

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, performs central accounting duties, including auditing, calculating, posting, invoicing, and related financial record-keeping.

JOB RELATIONSHIPS:

Supervised by the Assistant Superintendent of Business Services; works with other office and school personnel; may have work relationship with other district staff or community members.

TYPICAL DUTIES:

Prepares commercial orders for transmittal to County Office for audit and approval. (E)

Assumes responsibility for preparation for support documents necessary for processing invoices, employee reimbursements, and VISA statements for payment, including encumbrance of purchase orders, assists with year-end accruals. (E)

Opens, verifies, balances, adjusts and audits accounts. (E)

Posts, assembles, tabulates and compares financial data. (E)

Prepares or checks commercial warrants, invoices, student body, revolving cash, and food services invoices. (E)

Operates computer. (E)

Prepares deposits for cash collections, revolving cash, student body accounts and reconciliations for Revolving Cash and Associated Student Body accounts. (E)

Bookkeeping for Associated Student Body Accounts for all school sites. (E)

Prepares Use Tax returns annually. (E)

Prepares E-rate forms. (E)

Prepares modernization state expenditure reports and prepares various reports for the Board and administrators. (E)

Prepares and mails invoices. (E)

Account Clerk - Continued

Update website with publication forms and Business Services updates. (E)

Assist with various budget reports. (E)

Process travel and conference requests. (E)

Prepares revolving cash paperwork for UPS returns at the direction of the Warehouse. (E)

Provides technical assistance to department staff in resolving difficulties with computer software application and County financial system program. (E)

Prepares various correcting journal vouchers. (E)

Perform other duties as assigned.

KNOWLEDGE OF:

Fundamental accounting or bookkeeping principals and procedures.

Modern office procedures and methods.

Use of standard office machines and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Knowledge of the following software applications:

- Microsoft Excel, Word, Outlook, FrontPage, Internet Explorer
- Quicken
- Adobe Acrobat

ABILITY TO:

Type at 50 words per minute.

Operate standard office equipment including microcomputer and related software application.

Communicate effectively orally and in writing.

Plan and organize work.

Establish and maintain effective working relationships with others.

Communicate effectively and maintain cooperative relationships.

Account Clerk - Continued

Meet schedules and timelines.

Maintain records.

Read, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Any combination of training, experience and/or education equivalent to two years of recent, full time equivalent paid bookkeeping or accounting experience. The recent completion of twelve units of college-level accounting training may be substituted for one year of the experience requirement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Current X-ray or tuberculin skin test before employment and every four years thereafter.

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Kneeling, bending at waist and reaching overhead, above the shoulder and horizontally, to retrieve and store files and supplies; lifting light objects.