

ACCOUNTING CLERK

DEFINITION

Under the general supervision of the Director of Finance & Business Services, performs clerical and administrative accounting activities in assigned areas, such as accounts payable, inventory and purchasing; maintains a variety of financial accounting and statistical records; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a position responsible for a variety of clerical accounting duties requiring knowledge of standard accounting principles and methods and the ability to interpret and apply a variety of District policies and procedures. The Accounting Clerk performs a full range of duties and is expected to exercise sound judgment within established guidelines. Incumbents may train other staff and may be cross-trained in several areas, including CSR I. Incumbent may receive lead direction from the Accountant. Incumbent may be required to step into the CSR I position as needed.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	Director of Finance & Business Services
Lead direction over:	None
MOU :	Classified; non-exempt

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):

Processes vendor invoices for payment either by printing checks or through electronic payment; prepares monthly warrant list for Board of Directors.

Computes, verifies and reconciles invoice totals with packing lists; audits sales tax charges and routes appropriate documents to department managers for approval.

Allocates invoices to Projects or Work Orders; scans checks and supporting documents into electronic backup system and verifies that all information has scanned correctly.

Maintains retention worksheets for capital improvement projects.

Compiles documentation needed for grants or Certificates of Participation for reimbursement.

Reconciles purchase requisitions and purchase orders against inventory and accounts payable; maintains computerized inventory records.

Reconciles and processes 1099's; verifies W-9 information; creates annual compensation report of independent contractors with earnings in excess of a specified dollar amount.

Other miscellaneous accounting or clerical tasks as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of business and basic accounting;
- Use of computers and software in the development of accounting records and financial reports;
- Principles and techniques of customer service;
- General office procedures;
- Making accurate mathematical calculations and maintaining records and files;
- Principles and practices of written communication, English grammar, punctuation and writing.

ABILITY TO:

- Communicate effectively, both orally and in writing with vendors or customers over the counter and on the phone, deal with hostile or upset people;
- Prepare accurate mathematical calculations, verify, compile and reconcile data;
- Process detailed paperwork in accordance with specific procedures and policies.
- Read, interpret and apply policies and procedures;
- Ability to write using standard business English;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary accounting and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to graduation from high school.

EXPERIENCE: At least one year of clerical accounting experience, which includes some accounts payable responsibilities.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.