

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Accounting Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>SALARY GRADE:</b>	030 OTBS
<b>REVISED:</b>	June 24, 2002		

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**BASIC FUNCTION:**

Maintain separate segments of operational and subsidiary accounts and records in a central accounting function.

**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.)

**E = Essential Functions**

Verify, audit, and process invoices for payment; process mileage claims and assemble and audit a variety of district and cafeteria accounts. **E**

Code and prepare documents for input to automated systems; enter and verify data on computer systems or department spreadsheet applications. **E**

Prepare control sheets and posts to journals and/or ledgers; prepare distribution of multiple charges for proper budget charges. **E**

Assign warrant numbers, verifies and posts cafeteria bank deposits; prepare replacement checks. **E**

Balance cash journals; audit cafeteria managers' inventories; assist in taking physical inventory and posts reports to ledgers. **E**

Compile statistics and prepares reports on budget control, job costs, taxes, cash receipts, and expenditures. **E**

Design and produce reports, financial statements, and forms on word processing software. **E**

Prepare invoices; contact other school employees and business representatives; types or keyboards reports, forms, and correspondence. **E**

Operates standard office equipment including computers and related software applications.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

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 AND OTHER REQUIREMENTS:**

A typing/keyboarding certificate for a net corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Reading and writing English communication skills.

Fundamental accounting or bookkeeping principles and procedures.

Modern office procedures and methods and the use of standard office machines and equipment.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.17.04—PeopleSoft

Job Code 6050

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