

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accounting Clerk (Schools)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform financial-clerical duties at a secondary school site.

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

Assist in the development and implementation of the site budget; serve as business advisor to the principal. **E**

Monitor budget and review expenditures to confirm that expenditures conform to program guidelines. **E**

Explain budget regulations and procedures. **E**

Organize and maintains student body and school accounting and financial records including a complete set of student body books through trial balance and monthly financial statement. **E**

Receive, record, and prepare funds for deposit; reconcile monthly bank statements; process purchase orders and invoices. **E**

Operate microcomputer to enter data and extract a variety of reports and lists; operates office machines; sort and file documents. **E**

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.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting or bookkeeping principles and procedures.

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

ABILITY TO:

Properly use accounting or bookkeeping principles and procedures.

Interpret standard accounting and financial statements.

Perform computational tasks with accuracy and speed.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 25 words per minute.

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

Establish and maintain effective working relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

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

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Job Code 6059

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