

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Budget Data Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform a variety of complex and technical clerical duties related to the generation of accurate and timely input into the district Financial Data Base and Budget Development Data Base; review data control and fiscal application reports.

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

Review data base printouts for completeness, accuracy, and suitability of formats for assigned activities. **E**

Research cause and recommend corrective action for unprocessed fiscal records. **E**

Operate CRT terminals to research and enter data for application to Financial Data Base and Budget Development Files. **E**

Edit documentation that is to be entered for mathematical accuracy and system compatibility. **E**

Interpret computer system error signals and take corrective action. **E**

Review and process journal vouchers, encumbrance data, and financial account additions, deletions and changes. **E**

Compile data from a variety of sources and prepare technical reports utilizing microcomputers. **E**

Collect, sort, and distribute data entry documents. **E**

May substitute at other desks to perform fiscal clerical and/or general clerical duties for short periods of time.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid, increasingly responsible office clerical experience, preferably including tasks requiring computational skill and application of basic bookkeeping and/or accounting principles.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net, corrected speed of 30 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The operation of basic on-line data terminals, and pertinent district financial procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Perform computational tasks with accuracy and speed under pressure of time.
Operate standard office equipment microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Type/Keyboard at a net, corrected speed of 25 words per minute.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

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 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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