

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Clerk-Bookkeeper	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform a combination of bookkeeping, computational, and clerical duties in a central accounting section or department.

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 invoices and posts to ledgers. **E**

Compute discounts and taxes. **E**

Match and check accuracy of requisitions, purchase orders, and invoices. **E**

Resolve discrepancies; approve mileage claims for payment. **E**

Check time cards; prepare reports. **E**

Open and distribute mail; sort and file documents. **E**

Type letters and reports. **E**

Contact other employees and business representatives. **E**

Operate adding machines, calculators, bookkeeping machines and other office equipment. **E**

May operate a micro-computer to enter data and extract a variety of reports and lists.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Bookkeeping principles and general office procedures

Reading and writing English communication skills.

ABILITY TO:

Apply and use bookkeeping principles and general office procedures.

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

Operate standard office equipment including microcomputers, basic on-line data terminals, and related software applications.

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:

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.

Revised 3.24.04—PeopleSoft

Job Code 6030

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