

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Accounting Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
REVISED:	October 15, 2002		

BASIC FUNCTION:

Independently maintain and process an assigned segment of financial records and accounts.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Post, balance, and maintain journals and ledgers. **E**

Process invoices, expense claims, purchase orders, and direct billings or contracts for payment and maintain related controls. **E**

Code and prepare documents for input to data systems. **E**

Compile data, make adjustments, and prepare technical reports and summaries. **E**

Review and interpret various computer-produced reports and submit necessary corrections, additions, or deletions. **E**

Prepare or assist in preparation of reports; provide necessary documentation to auditors. **E**

Assist staff in proper reporting procedures; attend meetings and make workshop presentations. **E**

Screen and process the Maintenance Department's job cost documentation and maintain related controls, records, and files. **E**

Prepare correspondence and forms; prepare and issue replacement warrants. **E**

Operate standard office equipment including microcomputers and related software applications. **E**

Contact other staff, vendors, and agencies. **E**

Maintain procedures governing work routines and prepare and update manuals and handbooks. **E**

May lead the work of clerical assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to formal bookkeeping or accounting training and three years of recent, progressively responsible, full-time equivalent, paid bookkeeping, accounting, or fiscal-clerical experience.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Accounting principles and procedures.
General office procedures.
Reading and writing English communication skills.

ABILITY TO:

Type/keyboard at a net corrected speed of 25 words per minute.
Organize statistical data.
Perform computational tasks with accuracy and speed.
Operate standard office equipment including microcomputers 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.
Lead the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor 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 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 6053
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