

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Transportation Accounting Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
ISSUED:	December 11, 2007		

BASIC FUNCTION:

Independently maintain and process Transportation Services financial records and accounts; support all department timekeeping functions.

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

Post, balance, and maintain journals and ledgers; process invoices, expense claims, purchase orders, and direct billings or contracts for payment and maintain related controls. **E**

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

Review and interpret various computer-produced reports and make 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 presentations. **E**

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

Enter all Personnel Action Requests (PARs) into Transportation's internal payroll system; maintain drivers' files. **E**

Process Transportation's internal payroll functions, such as attendance tracking, dispatch time-keeping, Driver's Information files, On-line Coord-trip status programs, recalculation of driver's minimum base hours program and Transportation's scheduling system. **E**

Complete payroll exceptions process as needed. **E**

Calculate and process monthly and hourly payrolls using timesheets, timecards, deduction cards, and absence cards in accordance with district procedures, negotiated contracts, rules and regulations, and a variety of supplemental reports. **E**

Organize and maintain a variety of payroll related files; compile data, maintain spreadsheets, and prepare reports and routine correspondence. **E**

Determine, code, or verify appropriate assignment information for input to the district employee data base; input data to payroll and personnel databases. **E**

Update employee database, including employee work assignments. **E**

Assist Payroll Specialists by gathering, reviewing, and correcting time sheets, time cards, absence cards, data printouts, and other documents. **E**

Receive and make employee contacts to obtain or verify personal data and answer questions regarding pay warrants; contact employees' supervisor regarding work assignment. **E**

Maintain financial or specialized fiscal record keeping systems for special projects or programs. **E**

Collect, sort, and record financial or fiscal data; prepare or develop fiscal control documents. **E**

Receive, sort, and distribute mail. **E**

Explain district regulations, policies, procedures, and contract provisions. **E**

Prepare correspondence and forms. **E**

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

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

Lead the work of clerical assistants and employees on light duty.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A 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, payroll, or fiscal-clerical experience. Experience with PeopleSoft and Transportation payroll functions is desirable.

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 and payroll 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.

Job Code 6052

PH