



**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: Account Clerk II**

**DEFINITION:**

Under general supervision, performs a variety of technical accounting-clerical tasks of average difficulty involved in maintaining, compiling, verifying financial, payroll, payment or statistical records, and auditing financial transactions for compliance with applicable codes, laws, and regulations.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Compiles various financial, payroll, payment or statistical records, reports and statements requiring the use of independent judgment.

Posts entries to financial, payroll or statistical records and computerized information systems.

Posts balances and adjusts financial, payroll, or statistical records and reports.

Classifies or codes data according to prescribed financial, payroll or statistical systems.

Audits a variety of financial, payroll, payment and statistical data, reports and contracts for compliance with prescribed and applicable codes, laws, regulations, policies and procedures.

Reviews invoices and backup documentation prior to approving, rejecting, or placing holds on warrants, and payment of claims.

Provides customer service and assists clients by responding to questions and correspondence.

Acts as a liaison between clients and other agencies.

Processes warrants, and payment of claims.

Collects and accounts for money.

Enters and retrieves information from a computerized financial or payroll information system, database or spreadsheet.

Operates a computer, adding machine, and other office equipment.

Maintains alphabetical and numerical records and files.

**NON-ESSENTIAL FUNCTIONS:**

Performs other duties as required.

## **EDUCATION AND EXPERIENCE:**

Education, training or experience which would clearly demonstrate possession of the knowledge, skills and abilities detailed below. An example of typical qualifying experience would include any combination of education and experience equivalent to two years of: classroom or college-level instruction in basic accounting, bookkeeping or closely related field and/or accounting/bookkeeping experience.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures, including government codes and regulations, Standardized Account Codes, and the CA Schools Accounting Manual requirements.

Manual and electronic financial, payroll and statistical recordkeeping, including principles, procedures and terminology.

Operation of automated accounting record management, storage, and retrieval systems.

Interpersonal skills using tact, patience, and courtesy.

### **ABILITY TO:**

Understand and apply codes, laws, regulations and policies as prescribed.

Compute mathematical problems such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals.

Calculate percentages.

Operate a computer and standard office software including word processing, spreadsheet or database applications, and electronic/manual office machines such as an adding machine.

Understand routine transactions utilizing accounting codes and classifications.

Reconcile differences within the recordkeeping system.

Proofread alphabetical and numerical material and make necessary corrections.

Maintain records and prepare reports.

Communicate clearly and effectively both orally and in writing.

Follow oral and written instructions.

Work with minimum supervision.

Establish and maintain effective working relationships with those contacted in the course of work.

Work well under pressure of recurring deadlines.

Maintain confidentiality of information.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly and accurately.

**WORKING CONDITIONS AND PHYSICAL ABILITIES:**

Duties are typically performed in an office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Grade</b>
12/1981	May 2, 1983	5/95, 5/98, 10/03, 9/09, 3/16	Non-Exempt		42