



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Account Clerk III**

DEFINITION:

Under general supervision, performs complex clerical accounting work involved in the maintenance, review and processing of accounting, financial or statistical records, reports and accounts; provides work direction and guidance to support staff of an assigned work unit.

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:

Coordinate with other staff for the purpose of completing projects, payroll, and work orders efficiently.

Inform personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines

Maintain a wide variety of fiscal information, files and records (e.g., accounts payable, accounts receivable, contracts, payroll records, attendance, etc.) for the purpose of providing an up-to-date record and audit trail for compliance

Monitor account balances and related financial activity (e.g., computes and proves payroll deductions) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed

Participate in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions

Prepare a variety of written materials (e.g., reports, procedures, transmittals, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements

Process a variety of fiscal information (e.g., accounts payable; accounts receivable; checks; warrants; vouchers; purchase orders; payroll) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements

Reconcile cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices

Research discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, payroll records, leave balances etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action

Analyze fiscal data (e.g., contracts, reports, data, etc.) for the purpose of determining feasibility of service within budget parameters and making recommendations

Assist auditors for the purpose of providing required information and coordinating necessary project activities

Present information procedural topics for the purpose of communicating information and ensuring adherence to established internal controls

Recommend policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making

Assist other staff for the purpose of supporting them in the completion of their work activities

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, and terminology used in accounting financial and statistical records keeping systems.

Applicable federal, state, local laws, and policies.

The use of automated systems for processing accounting, purchasing, and payroll.

Current office practices, procedures, equipment and technology.

ABILITY TO:

Prepare financial reports and to maintain ledgers and journals.

Analyze data utilizing defined but different processes.

Work with data of different types and/or purposes.

Gather, collate, and/or classify data.

Schedule activities.

Independently perform varied clerical assignments.

Operate standard office equipment.

Flexibility in working with others under a variety of circumstances.

In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate and with equipment it is moderate.

Perform overtime as needed.

Work effectively independently and as part of a team with minimum supervision.

Organize and prioritize work.

Exercise appropriate judgment in making decisions.

Maintain confidentiality of information.

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

Complete routine tasks thoroughly, accurately and with attention to detail.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license.

EDUCATION AND EXPERIENCE:

A combination of training and experience which would clearly demonstrate possession of the knowledge and abilities stated above. A typical qualifying background would include: four years of experience in financial, statistical or fiscal record keeping work. Targeted job related education that meets the prerequisite requirements. One year (24 semester/36 quarter hours of coursework) of approved college level accounting or business training, including principles of accounting may be substituted for one year of the required experience.

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

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.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
03/1991	March 1991	03/91; 6/96; 11/03; 12/03; 09/15	Non-Exempt		48