



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Account Clerk</b>	<b>#2100</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule Range 27</b>	

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### **SUMMARY OF POSITION:**

Under direction of management personnel, assists accounting staff in checking and maintaining financial or statistical records and performs related duties as assigned. Does related work as required.

### **MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:**

High school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely-related nature.

### **DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:**

One year bookkeeping/accounting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English grammar and usage skills; good record-keeping techniques; and Macintosh computer skills. Experience working in a school district or county office of education or office with accounting responsibilities.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Basic office methods, practices and procedures including financial record keeping; ability to operate standard office equipment including PC; perform mathematical calculations quickly and accurately. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships. Responsible for ensuring that assigned tasks are completed within established time or reporting deadlines. Be flexible and receptive to change.

### **DISTINGUISHING CHARACTERISTICS:**

The Account Clerk is an entry-level class to the accounting family and performs basic numeric and statistic work in addition to a full range of clerical support tasks. The Account Clerk is responsible for an assigned set of accounts requiring prescribed processing of financial records or data.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Reviews payrolls, audits accounts payable/receivable, checks for errors and substantiates warrants.
2. Checks documents for proper budget authorization before processing.
3. Posts checks, assembles financial data, enters data into computer.
4. Maintains financial records and processes documents involved in financial transactions, and makes mathematical calculations.
5. Makes and verifies extensions, does routine posting and assists in preparing financial and statistical reports.
6. Receives and posts payments, transfers, and reconciliation logs.
7. Operates computers and other office machines.
8. Types forms, reports and correspondence.
9. Performs related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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Rev 9/10/12 sc  
Rev 1/15/2021 sc