

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: ACCOUNT CLERK**

**Classification: Range 34**

**BASIC FUNCTION:**

Perform accounting clerical work of average difficulty involved in the maintenance of the District's accounts payable and accounts receivable financial and statistical records.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Gather, assemble, tabulate, check and file financial and statistical data.

Perform accounts receivable activities; receive and count cash and checks from cafeterias, school offices and other departments; process and deposit funds in appropriate bank account; prepare and mail deposit receipts to schools and departments; maintain receipt records; notify school of returned checks as required.

Post, check, balance and adjust accounts including encumbrances, expenditures and receipts.

Calculate and prepare warrants from properly authorized invoices; contact sites by telephone or intra-district mail for proper signatures on invoices; receive price increase authorization and provide a variety of information as necessary.

Audit invoices to assure accuracy and conformance with purchased quantities and prices, taxes, discounts, shipping and proper authorization and account code; compute discounts.

Process personnel reimbursements for mileage and cellular phone usage; review reimbursement calculations to assure accuracy, proper signature, budget approval and receipt.

Make accurate arithmetic calculations.

Prepare and maintain various statistical and accounting tables and reports.

Contact vendors by telephone or mail regarding outstanding invoices, discrepancies or related issues or concerns; mail warrants to vendors.

Compile charge funds for school cafeterias and activities.

Operate calculator, adding machine and other office machines; operate a computer terminal in posting receipts and expenditures to various accounts.

Type registers, warrants and various regular and special reports.

Compile and type monthly financial statements and related records, including vendor accounts, bank deposit records, open purchase orders, change fund, student account receivables and other related records.

Maintain inventory records.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Methods, practices and terminology used in financial and statistical clerical work.

Techniques of utilizing related accounting clerical software.

Financial and statistical record-keeping techniques.

Budgeting and coding procedures.

Operation of a computer terminal and data entry techniques.

Record-keeping techniques.

Modern office practices, procedures and equipment.

### **ABILITY TO:**

Apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.

Perform clerical accounting duties in the maintenance of assigned accounts.

Post data and make arithmetic calculations with speed and accuracy.

Learn the operation of money counting equipment.

Read and compare names and numbers rapidly and accurately.

Type memoranda, reports and correspondence.

Learn and operate a computer terminal for basic filing, posting, and file maintenance.

Work cooperatively with the public and others.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and responsible experience in bookkeeping or accounting related work including some experience in maintaining financial or statistical records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

Board Approved: May 4, 2006