

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Account Clerk I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Account Clerk Series	FLSA:	Non-Exempt
JOB CLASS CODE:	0501	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 36 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		BOARD REVISION:	10-21-75
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine, diverse accounting work, and maintain and review financial and statistical records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Perform accounting duties related to the processing and/or payment of requisitions, purchase orders, work orders, invoices, travel requests, blanket orders, mileage reimbursements, contracts, utilities, pre-pays, and non-public schools. **E**

Assist with setting up the department/site budgets; assist with the preparation of categorical budgets; conduct income versus expense studies. **E**

Set up sales tax for purchase orders; increase blanket orders, make appropriation transfers; prepare petty cash vouchers for reimbursements. **E**

Balance daily sales for the Bookstore; prepare income appropriation sales summary, and submit to central office; endorse checks, and balance cash for bank deposits; make bank deposits and reconcile bank statements. **E**

Compile information pertaining to fiscal year-end closing of district accounting records; encumber funds for the following fiscal year; set up liabilities for the current year. **E**

Record, stamp, sort, match, and file invoices with proper vendor and account numbers; file payments, examine vendor reports, and make corrections as required; recap, verify balances, and adjust purchase orders. **E**

Confer with vendors regarding payments of invoices; communicate with district staff regarding purchases, charges, and authorizations for payment; obtain complete information for 1099 forms. **E**

Perform detailed and accurate computer functions using the finance system; operate and understand system functions related to assigned duties, as well as other software applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Process incoming and outgoing mail daily; type various report forms and other documents; operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years increasingly responsible experience in accounting clerical work.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding45 Correct WPM
- Excel.....50% Overall Score
- Accounts Payable / General Accounting...50% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of financial record-keeping.
- Operation of a computer, related software, and standard office equipment.
- Current office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing communication skills.
- Telephone techniques and etiquette.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform clerical work.
- Perform computational tasks with speed and accuracy.
- Understand and follow oral and written instructions.
- Communicate effectively with district employees and vendors.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift light objects according to safety regulations.
- Work cooperatively with others.
- Plan and organize work to meet schedules and timelines.
- Complete work with many interruptions.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.