

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Account Clerk II	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	Account Clerk	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0500	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 41 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	10-13-75
		<b>HR REVISION:</b>	04-27-12

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**BASIC FUNCTION:**

Perform routine, complex accounting clerical work in support of accounts and budgets for assigned programs.

**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.)**

Process a variety of financial information including accounts payable, time sheets, and accounts receivable regarding assigned accounts. **E**

Enter data into the computer; verify accuracy of data, and reconcile accounts as necessary. **E**

Maintain budgets for assigned instructional or categorical accounts or funds. **E**

Process various purchase requisitions and payments to vendors. **E**

Process travel and conference reimbursements within district policies; process mileage claims and other reimbursements for staff. **E**

Research data, maintain records, and prepare various financial reports. **E**

Respond to inquiries from district staff regarding reimbursements, requests for information, clarification of district policy, and other matters. **E**

Verify purchase requisitions for budgeted appropriation prior to purchase; lift light objects. **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**

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 three years of increasingly responsible accounting clerical experience.

**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:

- Keyboarding .....45 Correct WPM
- Word..... 70% Overall Score
- Excel..... 70% Overall Score
- Accounts Payable / General Accounting...70% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic accounting principles and procedures.
- Methods and practices of financial record keeping.
- Bookkeeping methods and terminology.
- California Education Code and district directives and policies.
- Computer hardware and software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Prepare accurate financial reports.
- Understand and follow oral and written instructions.
- Maintain records and prepare reports.
- Operate a computer, related software, and standard office equipment.
- Perform computational tasks with speed and accuracy.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment.

**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.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date