

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Account Clerk	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9455	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	06-01-10
		HR REVISION:	08-10-12

BASIC FUNCTION:

Perform routine, complex accounting duties in support of adult education accounts and budget; provide information on the availability of funding.

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; enter data into the computer; verify accuracy of data, and reconcile accounts as necessary; research data, maintain records, and prepare various financial reports. **E**

Maintain budgets for assigned instructional or categorical accounts or funds; prepare and process various purchase requisitions and blanket orders; receive, verify, audit, and process invoices from vendors for payment. **E**

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

Process travel and conference reimbursements within district policies; process mileage claims and other reimbursements for staff; process various position requisitions and payments to vendors. **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 policies, and other matters. **E**

Verify purchase requisitions for budgeted appropriation prior to purchase. **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**

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; lift light objects. **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 or bookkeeping 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:

- Keyboarding45 Correct WPM
- Word..... 70% Overall Score
- Excel..... 70% Overall Score
- Bookkeeping or General Accounting70% 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.
- 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.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Prepare accurate financial reports.
- Perform computational tasks with speed and accuracy.
- Understand and follow oral and written instructions.
- Communicate effectively with district employees and vendors.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer, related software, and standard office equipment.
- 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; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store 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:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date