

SCHOOL ACCOUNTING CLERK

DEFINITION

Performs bookkeeping and related financial duties and clerical work at a school site.

TYPICAL DUTIES

Sets up and maintains account ledgers and subsidiary ledgers in conformance with established formats, and annually opens and closes books of account.

Maintains records of finances involving District funds, cash collections, and disbursements.

Prepares financial statements, including trial balances, bank reconciliations, profit and loss statements, and tax reports.

Conducts business with vendors supplying goods and services to the school, and with students, instructors, and other school administrative personnel.

Receives, records, and deposits funds, including cash collections.

Disburses funds to pay approved bills.

Purchases goods and sells class materials and other items to students.

Performs general clerical work, such as typing various materials and maintaining files and records, taking inventory, and maintaining records of supplies and equipment.

May sell tickets for student body functions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Accounting Clerk performs bookkeeping and financial recordkeeping duties at a school site and may assist with the clerical work in a school office.

A Financial Manager is responsible for financial functions of a student body finance office in a middle school.

An Accounting Technician II performs a variety of complex clerical accounting duties including posting, verifying, checking, and calculating data; prepares statements, reports, and trial balances; checks accounting documents; classifies expenditures or receipts as to accounts; prepares disbursement vouchers; and may substitute for higher-level accounting clerical personnel.

SUPERVISION

General supervision is received, usually from a School Principal or another school site administrator. Technical supervision may be received from a school site administrator or a Local District administrator. Supervision may be exercised over student workers.

CLASS QUALIFICATIONS

Knowledge of:

- Current office practices and procedures related to basic bookkeeping and accounting practices and procedures
- Correct spelling, grammatical usage, and punctuation

Ability to:

- Operate an office computer with Microsoft operating systems
- Operate various office machines
- Prepare trial balances, other financial statements, and statistical reports
- Reconcile bank accounts
- Count money quickly and accurately
- Make arithmetic computations rapidly and accurately
- Write legibly
- Keep accurate records and files
- Work under pressure of deadlines and frequent interruptions
- Maintain effective relations with school employees, students, and the public
- Communicate effectively in spoken and written English

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in accounting or bookkeeping.

Experience:

- One year of experience as a full-charge bookkeeper or two years of experience involving the maintenance of financial records for District instructional material accounts or imprest funds in a school. Two years of experience as an Accounting Technician II plus completion of two college-level accounting courses may be substituted for the required experience.

Special:

- A valid California Driver License and use of an automobile may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
12-04-08
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