

**ACCOUNT CLERK I**

**DEFINITION**

Under direction, performs a variety of statistical clerical work of a routine nature; maintains and reviews financial records; processes documents involving financial transactions.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by their responsibility to perform accounting related clerical work of average difficulty requiring a considerable degree of accuracy and good mathematical skills. Work assignments include responsibility for processing accounts for schools and/or District programs.

Positions are distinguished from the class of Account Clerk II in that the positions in the latter class are responsible for procedures in more specialized and/or complex areas of fiscal operations involving compilation of data from various programs and direct input into final records.

**OCCUPATIONAL GROUP**

Classified

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

1. Assembles, transfers, tabulates, checks, posts and files financial data; checks to insure that all entries are appropriately date coded; makes mathematical calculations and verifies computations, follows through and clears discrepancies that appear.
2. Types requisitions, bids, purchase orders, warrants and other documents; prepares financial and fiscally related records and reports.
3. Receives and receipts money, deposits in appropriate accounts, keeps balance of accounts.
4. Performs general clerical duties including filing, duplicating, answering telephones and various tasks related to the management of accounting records.
5. Provides vacation and temporary relief as required.
6. Performs other related duties as assigned.

**MINIMUM REQUIREMENTS**

**Knowledge of:**

- English usage including grammar and spelling;
- Basic mathematical concepts and computations;
- Office methods, equipment and computers;
- Record-keeping methods and practices;
- Financial report preparations and formats;
- Methods, practices & terminology used in bookkeeping and financial record-keeping;
- Computerized accounting procedures.

**Ability to:**

- Make mathematical calculations quickly and accurately;
- Transfer information with a high degree of accuracy;
- Audit invoices and post data records;
- Understand and carry out oral and written directions;
- Operate standard business machines including calculators, typewriters & computers;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

**EXPERIENCE**

One year experience in a clerical position with background in record-keeping preferred. Successful completion of one year college or business school coursework (thirty semester units equal to one year) in accounting or a related area may be substituted for the required experience.

**EDUCATION**

Equivalent to the completion of the twelfth grade.

Board Approved: 10/25/83  
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