

**ACCOUNT CLERK III**

**DEFINITION**

Under general direction, performs, organizes and coordinates specialized and responsible work in the specialized area of accounts payable.

**DISTINGUISHING CHARACTERISTICS**

This position has primary responsibility in the area of accounts payable. It is characterized by responsibility to perform detailed and complex accounting tasks with high levels of accuracy and to maintain district financial and/or statistical records.

**OCCUPATION GROUP**

Classified

**EXAMPLES OF DUTIES**

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

1. Performs a variety of specialized clerical work involving complex accounting and financial data; processes documents involved in fiscal transactions; performs difficult mathematical calculations; clears discrepancies. (E)
2. Performs responsible tasks related to the preparation, balancing, reconciliation and management of accounting records and reports. (E)
3. Maintains accuracy and meets applicable deadlines in all phases of the accounts payable procedures. (E)
4. Reviews, verifies, audits and processes payables for purchase orders and requisitions; reviews supporting documentation for accuracy, completeness and required approvals; interacts with district staff and vendors to correct errors and resolve discrepancies; audits source documents; generates and balances prelist reports. (E)
5. Reviews all employee travel/mileage reimbursement requests for accuracy and compliance with the District's travel policy; processes approved travel/mileage reimbursements. (E)
6. Audits, balances, reconciles and processes complex utilities statements, including electric, gas, water, telephone; identifies and resolves issues with utility companies. (E)
7. Reviews, audits and processes all contract payments for independent contractors and consultant agreements; coordinates with the purchasing department to ensure all processes are followed to ensure accurate payment. (E)

8. Participates in year-end closing procedures; prioritizes workload to comply with county payment deadlines; researches, identifies and adjusts all open purchase orders and invoices; adjusts purchases orders as needed to reflect outstanding amounts. (E)
9. Receives calls from vendors, school personnel, departments and county staff and responds appropriately to their inquiries in a timely manner. (E)
10. Answers inquiries and questions that require searching and abstracting from technical data. (E)
11. Prepares and maintains vendor files and archive files as needed. (E)
12. Provides vacation and temporary relief as required.
13. Performs other related duties as assigned.

**MINIMUM REQUIREMENTS**

**GOOD KNOWLEDGE OF:**

- Laws, regulations, rules and district policies and procedures applicable to area of responsibility;
- Accounting principles used in the development and preparation of financial reports;
- Purpose, methods and practices of bookkeeping and financial recordkeeping;
- The relationships of accounting procedures to electronic data processing systems;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Operate computer-based accounting systems and other standard office equipment and computer programs;
- Perform complex accounting functions with minimal supervision;
- Prepare and review financial statements and related reports;
- Understand and follow oral and written directions;
- Meet established schedules and deadlines;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

**EXPERIENCE**

Three years of increasingly responsible experience in financial recordkeeping and reporting involving manual, machine and computer accounting systems. Recent experience in a public agency is preferred.

**EDUCATION**

Any combination equivalent to: completion of twenty-four (24) semester or thirty-six (36) quarter units of college course work in accounting or finance. Five years of increasingly responsible experience in financial record keeping including at least one year in a responsible accounting position within a public school district or county office of education or comparable private or government agency may be substituted for part of the required accounting units.

Board approved: June 12, 2014