

ACCOUNT CLERK III/FACILITIES & PLANNING

DEFINITION

Under general direction, performs, organizes and coordinates specialized and responsible work in the preparation and maintenance of the District's school construction accounting records.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from other Account Clerk III positions in that this position has primary responsibility in the area of school construction accounting. This position 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 involving school construction accounting.

OCCUPATIONAL GROUP

Classified (Facilities/Planning)

EXAMPLES OF DUTIES

Duties include, but are not limited to the following:

1. Responsible for interpreting Federal, State, County and District regulations and guidelines as they pertain to school construction funds. **(E)**
2. Assembles, transfers, tabulates, calculates, verifies and files accounting and financial data; processes documents involved in fiscal transactions; performs difficult mathematical calculations; clears discrepancies. **(E)**
3. Works with computer-based accounting systems by preparing input data and using output reports; prepares bank deposits and reconciles bank statements; posts to subsidiary ledgers and general ledgers; prepares trial balances and financial statements. **(E)**
4. Maintains accuracy and meets applicable deadlines in all phases of the accounts payable procedures. **(E)**
5. Performs responsible tasks related to the preparation, balancing, reconciliation and management of accounting records and reports. **(E)**
6. Assists in the development, implementation and maintenance of controls and records related to school construction accounting. **(E)**

7. Assists in the preparation and filing of appropriate reports with Federal, State and local agencies. **(E)**
8. Monitors and audits expenditures for District's building funds. **(E)**
9. Assists in the assembly, tabulation, calculation and preparation of annual facilities budgets. **(E)**
10. Assists external auditors to ensure efficient and responsive audit of the District's building funds. **(E)**
11. Provides vacation and temporary relief as required.
12. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- State school building construction policies and procedures;
- Purpose, methods and practices of bookkeeping and financial record-keeping;
- Accounting principles used in the development and preparation of financial reports;
- 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;
- Performs double entry bookkeeping;
- Read, interpret, apply and explain laws, rules and regulations specific to school construction accounting;
- Understand and carry out 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

Two years of increasingly responsible experience in financial record keeping and reporting involving manual, machine and computer accounting systems. Recent experience in performing school construction related accounting tasks.

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.

WORKING CONDITIONS

- Office environment;
- Frequent interruptions;
- Statutory deadlines.

PHYSICAL ABILITIES

- Seeing to read, review and assure accuracy of budget documents and financial statements and reports;
- Dexterity of hands and fingers to operate a computer keyboard and typewriter;
- Sitting for extended periods of time;
- Hearing and speaking to exchange information in person or telephonically.

HAZARDS

- Extended viewing of computer monitor;
- Working around with office equipment having moving parts.

Board Approved: 08/15/02