

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Account Clerk II*
WORK YEAR: *180-Day*

JOB DESCRIPTION: Under the general supervision of the Principal, assists the Office Manager in the processing of all school accounts and district requisitions. Performs related duties as assigned.

ESSENTIAL JOB TASKS:

1. Gather, assemble, tabulate, check and file financial and statistical data.
2. Audit invoices and other financial documents by checking or verifying extensions and comparing with purchase orders.
3. Type and operate office machines, including computers.
4. Code invoices, requisitions and purchase orders for proper account codes.
5. Review requisitions for completeness, accuracy and proper account coding.
6. Assist staff in purchasing procedures, price comparisons and catalog purchases.
7. Tracks departmental spending.
8. Assists with ASB accounting and counting of monies.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Basic accounting principles and practices.
 - * Operation of various office equipment such as a typewriter, calculator and computer.
 - * School district accounting systems, practices, requirements and procedures.
2. **Ability to:**
 - * Type at least 40 words per minute.
 - * Operate a computer keyboard, calculator and other office machines.
 - * Keep financial and statistical records.
 - * Perform clerical work with accuracy and speed.
 - * Carry out oral and written instructions.
 - * Work positively and cooperatively with staff.
 - * Function under pressure and time constraints.
 - * Work independently in the absence of a supervisor.
 - * Prepare reports on financial records.
 - * Identify and solve procedural problems.

* Learn and implement new procedures as required.

3. High School diploma or equivalent.
4. At least two years of financial record keeping is desired.
5. Possession of a valid California Driver's License.

SALARY: ***Placement on the CSEA Salary Schedule, Range G***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: December 14, 2010