

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
RANGE: 38.0
CLASSIFIED
CODE: 4

ACCOUNT CLERK I

DEFINITION

Under supervision, to perform a variety of general clerical work in connection with maintaining and verifying manual, or computer assisted financial and statistical records and reports;

to prepare routine fiscal related reports and records;

to do other related work as required.

EXAMPLES OF DUTIES

Assemble, tabulate, check, and file accounting, financial, property control and statistical data;

process documents including invoices, purchase orders, warrants, and inventory records;

operate a computer terminal in posting to fiscal, and property control financial records;

post to subsidiary ledgers;

assist in preparing financial statements and summaries;

review and balance computer-prepared reports;

perform arithmetical calculations and verify computations;

may receive money and maintain records of cash receipts;

account for and prepare bank deposit documents;

may assist in the preparation of revolving fund statements and reports;

may prepare warrants and warrant registers;

type a variety of documents such as requisitions, bid documents, purchase orders, warrants, and other related documents;

maintain fiscal and financial-related records and files;

perform general clerical duties, including sorting, filing, duplicating, data searching and abstracting, answering the telephone, and responding to informational inquiries.

QUALIFICATIONS

Knowledge of:

Basic methods, practices, and terminology used in fiscal and financial record management;

operation of standard office equipment, including computerized accounting systems and 10-key calculator;

financial and fiscally related report preparation and formatting;

Microsoft Excel.

Ability to:

Effectively and efficiently perform general accounting functions;

make arithmetical calculations with speed and accuracy;

effectively operate standard business machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of experience in general accounting with computer assisted record management systems, or equivalent KCSOS experience.

OR

Associate of Arts degree with at least three semester units in accounting.

Education:

High school, supplemented by at least three semester units of post high school coursework in accounting or bookkeeping, or the equivalent to three semester units.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

9/29/15

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