

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
RANGE: 40.5
CLASSIFIED
CODE: NONE

ACCOUNT CLERK II

DEFINITION

Under general supervision, to perform difficult and responsible accounting and fiscal record management functions involving the use of manual and computer-assisted record management, storage, and retrieval systems;

to monitor, audit, and prepare a variety of fiscally related reports, records, and summaries;

and to do other related work as required.

EXAMPLES OF DUTIES

Establish, balance, verify, adjust, and maintain accounting and fiscally related records and reports;

process a variety of documents pertaining to fiscally-related transactions, including payroll, retirement, commercial warrants, budget control, insurance, and a variety of other documentation;

operate a computer terminal in posting to a data management, storage, and retrieval system;

receive, reconcile, and audit computer output reports;

may assist school district and County Superintendent personnel in the resolution of unusual problems, issues, and concerns;

may perform accounts payable and accounts receivable functions, and assist in the preparation of food service and transportation reports;

receive, review, and verify financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines;

may prepare trial balances and financial statements;

prepare or assist in the preparation of a variety of reports required by Federal and State agencies;

make complex arithmetical calculations and verify computations;

assist in the preparation and release of payment from various accounts and funds.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems;

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

auditing, account and fund monitoring, and reconciliation processes;

fiscal report preparation and formatting;

Microsoft Excel.

Ability to:

Perform detailed accounting functions;

audit, review, and prepare financial reports, records, and related summaries;

skillfully operate personal computers and other business related equipment;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two years of increasingly responsible experience in fiscal record keeping, accounting, and reporting including computer-assisted processes.

One year demonstrated experience working with electronic spreadsheet applications.

OR

Bachelor of Arts degree in accounting, business, economics or related field.

Education:

High school and six semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.

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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