

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
RANGE: 42.5
CLASSIFIED
CODE: NONE

ACCOUNT CLERK III

DEFINITION

Under general supervision, to perform specialized accounting, budget control, insurance, and payroll clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes;

to perform difficult and technical auditing, monitoring and lead clerical functions;

to do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling accounting, payroll, insurance and other fiscally related information and data;

perform complex and technical fiscal audit and management operations related to one or more specialized accounting, budget control, insurance administration, and payroll functions;

assist in revision, formulation, and implementation of accounting, budget control, insurance, and payroll record management systems and procedures;

coordinate and lead in the posting, balancing, and verification of accounting, budget control, insurance, and payroll records;

may prepare trial balances and financial statements;

prepare and verify the accuracy and completeness of financial transaction records and reports;

prepare accounting, budget control, insurance and payroll record analyses;

operate computer terminals, EDP peripherals, and other business office machines and equipment;

prepare system input data and analyze, verify, and reconcile output reports;

make complex arithmetical calculations and verifies computations;

perform lead functions within a specialized accounting, budget control, insurance, or payroll record management system, which includes the technical evaluation of accounting clerical personnel;

interpret and provide information regarding routine legal mandates, policies, regulations, and fiscally operational guidelines to school district and County Office personnel;

provide technical information to school districts, and State and Federal agencies.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures of governmental accounting, budget monitoring, and fiscally related record management systems;

operation of automated accounting record management, storage, and retrieval systems;

modern office practices, procedures, and techniques;

organization and planning methods, trends, techniques, and practices;

operation of standard office equipment, personal computers, and data processing financial systems.

Ability to:

Perform complex and technical accounting, budget control, insurance administration, and payroll clerical functions;

prepare, review, and analyze accounting, budget reports and records;

perform internal audit functions;

lead and supervise other accounting, and budget personnel;

make complex arithmetical calculations and verify the results;

effectively and efficiently operate computerized accounting systems and other office machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three years of experience in accounting including one year in a lead or supervisory capacity.

OR

Bachelor of Arts degree in accounting, business, economics or related field with at least six units in accounting.

Education:

High school and nine semester units of post high school coursework in 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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