



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

POSITION: Accounting Clerk
12 months, 8 hours/day

LOCATION: District

SALARY: \$19.52 to \$24.17 per hour
plus benefit package

SELECTION PROCESS: Qualifications and suitability for the position will be
assessed in an oral/written interview.

APPLICATION PROCEDURE: Interested personnel should submit a letter of interest
to the District Office by October 27, 2017.

PLEASE DO NOT REMOVE POSTING

El Tejon Unified School District
ACCOUNTING CLERK (CONFIDENTIAL)
Job Description

JOB SUMMARY

Under the direction of the Business Department Administrator, perform a variety of technical accounting duties in the preparation and processing of the district's payroll and accounts payable to assure employees and vendors are paid in an accurate and timely manner; perform a variety of technical accounting duties in support of assigned district accounts, funds and functions; process and audit various transactions; maintain, balance, adjust and reconcile assigned accounts; prepare, maintain and assure accuracy of various financial records, spreadsheets and reports.

REQUIRED QUALIFICATIONS

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of accounting duties in support of assigned accounts and functions such as accounts payable, purchasing, and payroll; process and verify various financial forms and documents; review transactions for errors and make appropriate adjustments.
- Calculate, match, code, review, verify and post a variety of financial data; update and completeness; make corrections as needed.
- Prepare and maintain a variety of auditable financial records, reports and files related to accounts, expenditures, income, taxes and assigned activities.
- Process accounts payable as required; review, process and prepare invoices, claims travel requests, reimbursements or other documents for payment; verify accuracy of documents including coding and cost calculations; match invoices with purchase orders; issue and distribute payments.
- Receive, verify and process purchase requisitions as assigned; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations; generated and distribute purchase orders.
- Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as assigned; confer with vendors and district personnel to resolve issues and problems related to invoices and accounts payable functions.
- Distribute 1099s for district
- Prepare apportionments for distribution as assigned; match and reconcile finding letters with deposit permits; prepare journal entries and disseminate related data and materials.
- Operate computers and assigned software, peripheral equipment, calculator and standard business machines.
- Communicate with district personnel, and various outside agencies to exchange information and resolve issues or concerns.
- Perform related duties as assigned.

Knowledge of:

- Principles and techniques involved with accounts payables and payroll.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Maintain accurate financial and statistical records.
- Review, process, evaluate and verify a variety of financial information.

- Identify, investigate and resolve financial errors and discrepancies.
- Type or input data at an acceptable rate of speed.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time line.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of sensitive and privileged information.

Education and Experience:

Any combination equivalent to: Graduation from high school supplemented by college level course work in accounting (degree preferred), and two years of responsible related experience

Requirements:

Valid California driver license with own reliable transportation and evidence of insurance.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|----|------------|-----------------|----|---------------|------------|
| 1. | Seldom | = Less than 25% | 3. | Often | = 51 - 75% |
| 2. | Occasional | = 25 - 50% | 4. | Very Frequent | = 76%+ |
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- 4 Ability to work at a desk, conference table or in meetings of various configurations.
 - 2 Ability to stand for extended periods of time.
 - 4 Ability to see for purposes of reading printed matter and observing students.
 - 4 Ability to hear and understand speech at normal levels.
 - 4 Ability to communicate so others will be able to clearly understand normal conversation.
 - 2 Ability to bend and twist, stoop, kneel, run and crawl.
 - 1 Ability to lift 40 pounds.
 - 2 Ability to carry 40 pounds.
 - 4 Ability to operate office equipment.
 - 4 Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Classified Management/Confidential Salary Schedule:

Fair Labor Standards Act: Non-exempt

Employee: _____ Date: _____