



Our Children, Our Schools, Our Future!

Jurupa Unified School District

ACCOUNT CLERK

DEFINITION

Under supervision to perform a variety of financial and statistical tasks of average difficulty in connection with accounting, payroll and financial records and to perform related duties as required. These positions are responsible for accounting, payroll, and bills payable functions. Work is detailed record keeping and checking, and is performed according to established procedure. This class is differentiated from Senior Fiscal Clerk in that a greater degree of independent judgment and a higher degree of skill in record keeping is required. It also requires more responsibility in the handling of discrete financial records.

ESSENTIAL JOB FUNCTIONS

- Prepares district payrolls and documents on budget codes for purchase orders.
- Reviews invoices for payment of bills.
- Reviews bills payable and copies of purchase orders preparatory to sending documents to the school accounting office and for bookkeeping processing.
- Reviews and checks warrants and similar fiscal documents preparatory to mailing.
- Keeps various financial records.
- Gathers, assembles, tabulates, checks and files financial data.
- Keeps financial records and processes documents involved with financial transactions.
- Makes arithmetical calculations.
- Makes and verifies extensions.
- Computes and checks fiscal documents.

OTHER JOB FUNCTIONS

- Reviews appropriation of the various accounts for the purpose of budget control.
- Prepares hourly and monthly payroll.
- Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic methods, terminology and practices of accounts payable, payroll and financial record keeping;
General office practices and the operation of office machines;
Arithmetic, filing and records checking;
Basic computer operation.

ACCOUNT CLERK

Ability to:

- Follow oral and written instructions;
- Complete routine tasks willingly;
- Perform general and statistical clerical work;
- Make arithmetical calculations with speed and accuracy;
- Work with a minimum of supervision;
- Remain flexible under the pressure of a heavy work load;
- Establish and maintain effective working relationships with others;
- Read and comprehend handwritten or typed documents, and the display screen of office machines;
- Communicate effectively;
- Sit for sustained periods of time;
- Work on more than one task at a time;
- Concentrate on current task in spite of distractions in an active, busy environment;
- Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
- Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
- Maintain regular, steady attendance.

Skills:

- Typing: 45 words per minute;
- Operate adding, calculating and other business machines.

Experience:

- Two years of experience in a position requiring a basic knowledge of accounting, payroll, accounts payable, or fiscal record keeping procedures and terminology.

Education:

- Graduation from high school, preferably including or supplemented by courses in financial record keeping or basic accounting.

Personal Qualities:

- Affinity for accuracy; willingness to accept responsibility; maturity; pleasant and friendly demeanor; and the ability to work effectively under pressure with frequent interruptions.

Personnel Services
June 30, 2000

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