

Job Title: ACCOUNT CLERK III

Definition:

Under the general supervisor of the Accounting Supervisor of Business Services and direct supervision of the Director of Budget and Finance performs a variety of accounts payables and receivables responsibilities, complex and the related recording keeping, prepares invoices for payments, prepares warrants and registers.

Distinguishing Characteristics

This classification is distinguished from others in this series in that the incumbent assumes responsibility for the major accounts payable function.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares and process warrants and registers.
2. Request purchase orders.
3. Inputs warrants
4. Operates On-Line terminal and/or other computer terminals for accounts payable.
5. Performs complex breakdowns for auditing purposes
6. Maintains files of the accounts payable section by vendor name or by special programs where applicable.
7. Matches purchase orders, invoices and delivery receipts accurately and verifies all extensions on invoices
8. Distributes warrants to employees and/or vendors.
9. Assist in the determination of classifications for accurate charges to schools and programs
10. Retrieves and prepares documentation of board action for County requirements
11. Prepares reports involving construction and the fiscal aspect of such.
12. Maintains accurate cash receipts register for accounts receivables.
13. Assist in the receipt, sorting and distribution of department mail; answering the telephone and generating memos.
14. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Keyboarding and filing
- Data Processing
- Modern office methods
- Basic accounting procedures and double- entry bookkeeping
- Correct grammar, spelling, punctuation and vocabulary
- Business correspondence
- Various office machines
- Computer terminals and appropriate software

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Skill and Ability to:

- Perform difficult and complex mathematical calculations with speed and accuracy
- Prepare and maintain accurate and complete records and reports
- Understand and follow oral and written directions
- Use modern office equipment and office machines
- Keyboard neatly and accurately at least 35 wpm on a five- minute test
- Use computer terminals and related software
- Work rapidly in high volume situations
- Work in a positive, cooperative mode with fellow workers, departments and supervisors
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school diploma or equivalent supplemented by additional courses in accounting, data processing and office procedures. AA degree preferred. At least three years of accounting experience in positions of increasing responsibility. School District experience preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		

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	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		