



ADULT SCHOOL ACCOUNT CLERK

District of Scholars, Achievers, Champions

Board Revision Date: 02.23.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Principal, Adult Education, and in consultation with the Chief Accountant, performs accounting, clerical work involving financial and statistical record keeping for the adult education program, such as, accounts payable, accounts receivable, or special programs bookkeeping.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Maintains financial records, such as, accounts receivable, accounts payable, or other special programs accounts; coordinates related accounting activity with other functions. E
- b. Verifies, balances, and adjusts accounts; processes documents involved in financial transactions. E
- c. Posts, assembles, tabulates, compares, and verifies financial and statistical data. E
- d. Prepares or checks warrants, invoices, requisitions, purchase orders, checks, reimbursements, or expense claims and similar documents. E
- e. Compares, schedules, indexes, and files bills, invoices, warrants, and other records. E
- f. Prepares, checks, and maintains a variety of statistical records and reports; types and distributes accounting and statistical reports. E
- g. Communicates with various District departments and personnel, vendors, other schools, and others, as necessary, to exchange and verify information and facilitate accounting operations. E
- h. Operates a variety of office machines, including a computer terminal, calculator, computerized cash register, credit card terminal, 10-key adding machine, typewriter, and copier. E
- i. Processes documents to send to payroll. E
- j. Maintains journal accounts; balances, checks, and corrects irregularities. E
- k. Provides technical information and assistance to employees, as requested, explains district policies and procedures related to assigned accounting functions. E
- l. Prepares documentation for input into computerized accounting system and inputs data.
- m. Counts money; prepares receipts and records of cash; prepares bank deposits; forwards or transfers money according to approved procedures. E
- n. Counts money; prepares receipts and records of cash; prepares bank deposits; forwards or transfers money according to approved procedures. E
- o. Performs clerical duties, such as, typing or duplicating materials; opens, stamps, and distributes mail; maintains and updates inventory and related records, as assigned. E
- p. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Accounting practices and procedures.
- Modern office practices, procedures, and equipment.
- Operation of a computer.
- District organization, operations, policies, and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Codes and other Federal, State, county and District laws, policies, rules, and regulations.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record keeping techniques.

Ability to:

- Apply bookkeeping and financial record keeping principles to the maintenance of fiscal and accounting records.
- Perform clerical work such as typing, duplicating, and filing.
- Make arithmetic computations and tabulations with speed and accuracy.
- Maintain accurate financial and statistical records.
- Operate standard office machines such as typewriter, calculator, 10 key adding machine, banking machines and computer.
- Learn office policies, rules, and practices.

- Read, write, speak and understand English; follow oral and written directions.
- Type accurately at an acceptable rate of speed.
- Utilize a variety of word processing programs, software applications, electronic accounting systems, databases and spreadsheets.
- Meet schedules and timelines.
- Plan and organize work.
- Prepare and maintain accurate records and reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by courses in financial record keeping and two years of increasingly responsible record keeping experience, preferably with school district responsibility for financial records.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Adult School office environment.
Schedule includes split shifts and evening hours.