

ACCOUNT CLERK I  
**REVISED**

**DEFINITION**

Under supervision, perform a variety of general clerical work in connection with maintaining and verifying manual, machine or computer prepared financial and statistical records and reports; prepare fiscally related reports and records; and do other related work as required.

This position includes a variety of duties in one or more areas of the District-wide accounting systems. The duties listed below are typical of the class collectively, but no one position would necessarily include all of these duties.

**EXAMPLES OF DUTIES**

Perform general clerical duties, including sorting, filing, duplicating, searching, answering the telephone and responding to informational inquiries; assemble, tabulate, check and file accounting **and payroll** related data; process documents including invoices, and warrants; perform arithmetical calculations and verify computations; perform a variety of functions using a computer; may receive money and prepare a record of cash receipts; **assist with voluntary deductions; perform data entry; support in responding to payroll and accounts payable inquiries; assist with gathering files during internal and external audits; cross-check data entries against source documents;** ~~may prepare trial balances and assist in preparing financial statements;~~ maintain accounting **and payroll** records in auditable condition.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Standard office practices, procedures, and techniques;  
Methods, practices, and terminology of financial record management;  
Standard office machines, computers, and equipment;  
Financial and fiscal report preparation and format.

**Ability to:**

Effectively and efficiently perform general accounting clerical functions;  
Make accurate mathematical calculations;  
Effectively operate standard business machines, equipment, and computers;  
Communicate effectively in oral and written forms;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

**Skills:**

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment.

**EDUCATION AND EXPERIENCE**

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework on training in financial record maintenance, bookkeeping or related functional areas.

Experience:

One year of experience in general accounting clerical work, with some responsibility for machine or computer-assisted record management systems.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I

~~06/99~~ 04/25