



ACCOUNTING CLERK 2

Job Code: 004BOE & 004B11
Bargaining Unit: 01
Effective Date: 7/16/1987

Description of Work

General Statement of Duties

Performs responsible bookkeeping work in accordance with School District policies involving maintaining financial records, posting data to various accounts, auditing invoices and records; preparing and auditing payrolls; preparing related forms and reports; and performs related duties as required.

Supervision Received

Works under the supervision of an accountant, an accounting technician or unit supervisor.

Supervision Exercised

May lead the work of other clerical employees.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Audits budget computer printouts against bookkeeping registers and makes any necessary adjustments.

Posts data to various accounts.

Maintains manual bookkeeping records of accounts payable/receivable and/or enters financial data on the computer system.

Batches and codes accounts receivable/payable information in preparation for entry of the data on the computer.

Audits invoices, pay instruments, work orders and travel or mileage forms to ensure accuracy and propriety with respect to coding, classification and/or dollar limitations; types payment documentation.

Monitors expenditures, computes on-going balances for various budgets or projects and keeps appropriate managers informed of the balances.

Compiles figures for, balances and reviews, and prepares accounts receivable, accounts payable, cash statements, sick leave, leave of absence and other financial reports.

Determines invoice and work order charges and prepares billings specifying labor, parts and other costs; verifies charges.

Maintains inventory, equipment, and/or maintenance records which include calculation of the value of used equipment and material or maintenance of a depreciation schedule; audits records periodically.

Prepares journal entries and worksheets requiring accounting extensions.

Maintains accounting files.

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Typical Duties Performed (continued)

Reviews and/or codes time sheets for proper job or project number, records time and enters the information into the computer.

Processes payroll forms; maintains employee records of hours worked, overtime, leave balances and deductions; reviews payrolls for accuracy and makes necessary corrections.

Assists in maintaining records of spending and financing for capital projects.

Processes specialized forms related to new hires, employee changes and employee resignations.

Assists in compiling information of the annual budget or for audits.

Maintains Intra-School Finance accounts.

Maintains petty cash fund.

Counts each receipt and verifies that amounts are correct; prepares receipts for cash received, and deposits the same.

Knowledge, Skills, and Abilities

Knowledge of basic governmental accounting and financial reporting.

Knowledge of basic bookkeeping practices and procedures.

Knowledge of office practices and procedures.

Skill in the operation of office equipment, including computer terminals and printer.

Ability to interact effectively with other city employees, vendors, contractors and/or the general public.

Ability to make arithmetic computation by hand, adding machine and/or calculator.

Ability to follow oral and written instructions.

Ability to perform work that requires close attention to detail.

Ability to set priorities and to meet deadlines.

Minimum Qualifications

High school graduation and two years of experience as an Accounting Clerk 1 or equivalent.