

TITLE: Accounting Clerk II

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Minimum three years bookkeeping and related office experience.
3. Ability to read, write and follow instructions in the English language.
4. Experienced with industry-standard computer applications.
5. Demonstrated skill in oral and written communication.
6. Demonstrated ability to work with diverse groups.
7. Knowledge of federal, state and District policies related to generally accepted accounting procedures.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Supervisor

JOB GOAL: To perform accounting, budgetary and other related business activities of the department/school in a safe and cost effective manner that supports the goals of the District.

ESSENTIAL FUNCTIONS:

1. Calculates hourly payroll earnings.
2. Compiles and tabulates employee absences.
3. Assists employees with concerns relating to payroll, absences and other payment related issues.
4. Uses mainframe system applications.
5. Sorts, files and distributes incoming and outgoing documents.
6. Assists with preparation of District reports.
7. Adheres to safety guidelines/regulations.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS

1. Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.
2. Position requires the ability to stand for long periods of time and handle material by lifting, pushing, bending or stretching.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 12-20-74 (accounting clerk)
Revised: 02-17-87 (accounting clerk)
Revised: 07-15-97 (accounting clerk)
Adopted: 03-05-03
N/C: 07-01-05

