

INTERMEDIATE ACCOUNT CLERK

DEFINITION

Under general supervision performs work of moderate difficulty in keeping or checking financial or statistical records; and performs related work as required.

CLASS CHARACTERISTICS

This class is considered the working level in the account clerk series. Incumbents are assigned responsibility for a more complex set of records and are expected to solve independently a variety of problems related to the records maintained or the procedures followed. Supervision is available but typically is exercised only through a review of completed work, and incumbents are expected to identify those problems, which require the supervisor's attention. This class is distinguished from the account clerk class by greater independence of judgment and difficulty of work, and from the senior account clerk class in that the latter is responsible for a specialty fiscal record keeping area and for preparation of difficult clerical accounting reports.

EXAMPLES OF DUTIES

Receives invoices and claims. *E*

Maintains files of documents by account; releases completed files for payment. *E*

Total payments to be made on warrant journal forms, checking totals against control records and forwarding information for report to the Board. *E*

Independently prepares correspondence to vendors in reply to questions regarding payment procedures. *E*

Computes sales tax on bills for which tax was not previously paid. *E*

Compiles information and forwards for preparation of year-end report. *E*

Maintains records in connection with special revolving cash funds, clearing accounts, Workers Compensation trust fund, petty cash fund or similar activities. *E*

Issues checks against these funds for approved purposes, using check protector as required; processes warrants and documentation to county for fund reimbursement; maintains cash control sheets and reconciles bank, District, and county records. *E*

Operates standard office machines to type reports, correspondence, and other materials; batches, enters, updates, and extracts information using computer terminal. *E*

Collects fees and makes deposits for adult and alternative educational services; attempts to collect monies on returned checks; makes arithmetic calculations. *E*

EXAMPLES OF DUTIES (cont.)

Prepares financial reports and summaries; provides information on records maintained. *E*

Posts data to records and makes up trial balances and recapitulations from records maintained. *E*

Prepares, maintains and submits attendance accounting records for mandated adult classes. *E*

Posts to general ledgers as assigned; maintains inventories as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, and terminology used in financial and statistical record keeping;
2. Data processing as it relates to financial and statistical record keeping;
3. Modern office equipment and procedures; and
4. Business math.

Ability to:

1. Post data and make arithmetic calculations with speed and accuracy;
2. Compare numbers and detect errors;
3. Keep accurate records;
4. Operate a calculator quickly and accurately;
5. Operate a typewriter and computer;
6. Understand and carry out oral and written instructions;
7. Establish and maintain effective relationships with those contacted in the course of work; and
8. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience in moderately difficult financial or statistical record keeping;

or

Experience equivalent to the Account Clerk level in the Huntington Beach Union High School District in which the incumbent has acquired the knowledge and abilities listed as minimum qualifications.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Seeing to inspect financial or statistical records; hearing and speaking to communicate with District staff and the public; sitting for extended periods of time; bending, kneeling, and reaching to retrieve and file records; dexterity of hands and fingers to file and operate office equipment.

Revised: 7/81