

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, performs difficult, responsible clerical work in connection with keeping and checking financial and statistical records; monitors and develops record keeping procedures related to specialized areas; and performs related work as required.

CLASS CHARACTERISTICS

This class is the specialist level in the account clerk series. Incumbents are assigned record keeping duties of above average difficulty, which require a thorough knowledge of a specific area of accounting functions. Incumbents are expected to exercise considerable initiative in the development of procedures and the resolution of problems encountered in their work. This class is distinguished from the next lower class, Intermediate Account Clerk, by its responsibility for a specialty record keeping area, preparation of difficult clerical accounting reports, and exercising initiative in development of procedures.

EXAMPLES OF DUTIES

Develops or assists in the development of record keeping procedures. *E*

Researches, gathers, assembles, and analyzes information and prepares numerous local, state, and federal reports. *E*

Performs the most difficult and complex accounts payable record keeping and processing, such as contract, mileage, tuition, and conference payments and reimbursements. *E*

Gathers required supporting documents and arranges with district and county data processing for preparation of non-payroll warrants and payments, according to established procedures. *E*

Makes arithmetical calculations; posts data to records, checks and balances totals; and makes computations of financial or statistical transactions and summarizes independently. *E*

Receives financial or statistical documents, screens for accuracy and adherence to legal and procedural requirements. *E*

Monitors accounts and records for conformance with established requirements. *E*

Answers telephone and written inquiries and gives out authoritative information on records maintained. *E*

Initiates and compiles statistical documents to complete financial transactions. *E*

Reconciles and abstracts data which emanates from a variety of sources. *E*

EXAMPLES OF DUTIES (Cont.)

Operates a computer terminal to enter, extract, compile, and arrange data as required. *E*

Directs the work of assigned helpers. *E*

Assists and consults with supervisors in the preparation of special reports and on unusual problems involving deviation from policy or precedent. *E*

Attends out-of-district meetings related to assigned functional area of responsibility. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, and terminology used in financial and statistical record keeping;
2. Personal computer and job-related software programs as it relates to financial and statistical record keeping;
3. Modern office equipment, procedures, and practices; and
4. Business math.

Ability to:

1. Prepare clear and accurate reports and statements;
2. Make arithmetic calculations with speed and accuracy;
3. Compare numbers and detect errors;
4. Read, understand, and interpret laws, rules, and regulations;
5. Operate a calculator quickly and accurately;
6. Develop procedures;
7. Meet quality and time requirements with a high degree of independence;
8. Operate standard office equipment, personal computer, word processing equipment using related software;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work;
11. Communicate effectively both orally and in writing; and
12. 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 performing financial or statistical record keeping requiring the maintenance of difficult records and the composition of reports. Some positions may require familiarity with attendance accounting in a California school district;

or

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

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Seeing to read and inspect financial or statistical records; hearing and speaking to exchange information in person or on the telephone; sitting for extended periods of time; reaching to retrieve and file records; dexterity of hands and fingers to file and operate standard office equipment.

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