

TITLE: ACCOUNT CLERK

QUALIFICATIONS:

1. Knowledge of methods and practices of financial recordkeeping
2. Knowledge of personal computers and related software, i.e., spreadsheets and word processing
3. Ability to make accurate mathematical calculations with speed and accuracy
4. Ability to work effectively with staff and public
5. Ability to follow oral and written directions; ability to use independent judgment
6. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide professional services which will contribute to effectiveness of department and services it renders

PERFORMANCE RESPONSIBILITIES:

1. Performs accounting recordkeeping primarily involving the maintenance of financial records
2. Gathers, assembles, tabulates, audits and files financial data
3. Assists in collecting and routing information
4. Provides support to department secretary
5. May receive money and maintain record of receipts
6. Provides statistical typing and other clerical assistance as needed
7. Keeps records and maintains files
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 16

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable