

ACCOUNT CLERK III

DEFINITION

Under general supervision, to coordinate and perform specialized accounting and payroll clerical functions in the maintenance of fiscal, financial and a variety of statistical records; to perform complex and technical accounting clerical functions utilizing manual, machine and computer assisted accounting systems; and to do other related work as required.

EXAMPLES OF DUTIES

Performs highly responsible account clerk activities in assembling, tabulating, calculating, verifying and filing accounting and other fiscally related data; performs complex and technical fiscal and financial record maintenance operations pertaining to one or more accounting or payroll clerical functions; assists in the revision, formulation and implementation of accounting and payroll record management systems and procedures; posts, arranges and balances fiscal, financial and payroll record data; prepares trial balances and financial statements; establishes and maintains journals, ledgers and other fiscally related records, summaries and indices; prepares schedules and fiscally related documents, records and reports; prepares account, wage, salary and fringe benefit analyses; may operate an electronic accounting machine, and other standard business office machines and equipment; works with a computer assisted payroll system; prepares input to the computer and utilizes the computer prepared output reports in verifying data; performs complex arithmetical calculations and verifies computations; performs responsible tasks related to the preparation and management of a variety of accounting records and reports pertaining to revenue, attendance, cafeteria, payroll, federal, county and state funded programs and general accounting.

QUALIFICATIONSKnowledge of:

Principles, methods, practices and procedures of school district financial record management;
Operation of electronic accounting and standard business machines and equipment;
Organization and coordination techniques and procedures.

Ability to:

Effectively perform complex and technical accounting clerical functions;
Prepare, analyze and audit financial statements and related accounting summaries and reports;
Perform double entry bookkeeping;
Coordinate, orient and train clerical personnel;
Perform complex arithmetical computations with speed and accuracy;
Effectively and efficiently operate electronic accounting equipment and a variety of standard business office machines and equipment;
Type at a net corrected speed of 40 words per minute;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience:

Three years of responsible experience in fiscal or payroll record management utilizing machine and computer assisted systems.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, bookkeeping or business office management.