

BUENA PARK SCHOOL DISTRICT

ACCOUNT CLERK: FISCAL SERVICES

DEFINITION

Under the direction of the Director of Fiscal Services, perform clerical duties relating to accounts receivable, payroll and specific District programs; maintain District inventory records; and operate a computer to type a variety of documents.

EXAMPLES OF DUTIES

Perform clerical duties relating to accounts receivable, payroll and associated systems, and various District programs; operate a computer to type a variety of documents; maintain spreadsheets and files related to assigned duties; process invoices according to established procedures; review remittances, purchase orders and other materials for accuracy; abate incoming monies; transfer funds from appropriate bank to the County; monitor financial activity reports and statements; type a variety of materials including invoices and other documents; operate a variety of personnel and outside organizations to exchange information and resolve issues or concerns; request revolving fund checks; perform inventory tagging and recording process; and perform all other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices and procedures of school district accounting and financial records management; modern office practices, procedures and equipment; and correct English usage, grammar, spelling, punctuation and vocabulary; record storage, retrieval and management systems; and oral and written communication skills.

Ability to:

Compile, organize, tabulate and input a variety of accounts; perform essential functions of the job with or without reasonable accommodation; gather figures for statistical and financial reports; enter information into computer with speed and accuracy; make arithmetic computations with speed and accuracy; communicate effectively both orally and in writing; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; and operate a computer and other office equipment.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school or equivalent including or supplemented by course work in accounting, typing, records management, and general office practices. Minimum one year of experience performing varied general office and/or clerical functions.