

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
FISCAL/CLERICAL SERIES
RANGE: 38.0
CLASSIFIED
CODE: 4

ACCOUNT CLERK I

DEFINITION

Under supervision, to perform a variety of general clerical work in connection with maintaining and verifying manual, or computer assisted financial and statistical records and reports;

to prepare routine fiscal related reports and records;

to do other related work as required.

EXAMPLES OF DUTIES

Assembles, tabulates, checks, and files accounting, financial, property control and statistical data;

processes documents including invoices, purchase orders, warrants, and inventory records;

operates a computer terminal in posting to fiscal, and property control financial records;

posts to subsidiary ledgers;

assists in preparing financial statements and summaries;

reviews and balances computer-prepared reports;

performs arithmetical calculations and verifies computations;

may receive money and maintain records of cash receipts;

accounts for and prepares bank deposit documents;

may assist in the preparation of revolving fund statements and reports;

may prepare warrants and warrant registers;

types a variety of documents such as requisitions, bid documents, purchase orders, warrants, and other related documents;

maintains fiscal and financial-related records and files;

performs general clerical duties, including sorting, filing, duplicating, data searching and abstracting, answering the telephone, and responding to informational inquiries.

QUALIFICATIONS

Knowledge of:

Basic methods, practices, and terminology used in fiscal and financial record management;

operation of standard office equipment, including computerized accounting systems and 10-key calculator;

financial and fiscally related report preparation and formatting;

Microsoft Excel.

Ability to:

Effectively and efficiently perform general accounting functions;

make arithmetical calculations with speed and accuracy;

effectively operate standard business machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of experience in general accounting with computer assisted record management systems, or equivalent KCSOS experience.

OR

Associate of Arts degree with at least three semester units in accounting.

Education:

High school, supplemented by at least three semester units of post high school coursework in accounting or bookkeeping, or the equivalent to three semester units.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

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