

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
FISCAL/CLERICAL SERIES
RANGE: 40.5
CLASSIFIED
CODE: NONE**

ACCOUNT CLERK II

DEFINITION

Under general supervision, to perform difficult and responsible accounting and fiscal record management functions involving the use of manual and computer-assisted record management, storage, and retrieval systems;

to monitor, audit, and prepare a variety of fiscally related reports, records, and summaries;

and to do other related work as required.

EXAMPLES OF DUTIES

Establishes, balances, verifies, adjusts, and maintains accounting and fiscally related records and reports;

processes a variety of documents pertaining to fiscally-related transactions, including payroll, retirement, commercial warrants, budget control, insurance, and a variety of other documentation;

operates a computer terminal in posting to a data management, storage, and retrieval system;

receives, reconciles, and audits computer output reports;

may assist school district and County Superintendent personnel in the resolution of unusual problems, issues, and concerns;

may perform accounts payable and accounts receivable functions, and assist in the preparation of food service and transportation reports;

receives, reviews, and verifies financial documents and reports for accuracy and adherence to legal mandates, policies, and operational guidelines;

may prepare trial balances and financial statements;

prepares or assists in the preparation of a variety of reports required by Federal and State agencies;

makes complex arithmetical calculations and verifies computations;

assists in the preparation and release of payment from various accounts and funds.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures pertaining to accounting and fiscally related record management systems;

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

auditing, account and fund monitoring, and reconciliation processes;

fiscal report preparation and formatting;

Microsoft Excel.

Ability to:

Perform detailed accounting functions;

audit, review, and prepare financial reports, records, and related summaries;

skillfully operate personal computers and other business related equipment;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two years of increasingly responsible experience in fiscal record keeping, accounting, and reporting including computer-assisted processes.

One year demonstrated experience working with electronic spreadsheet applications.

OR

Bachelor of Arts degree in accounting, business, economics or related field.

Education:

High school and six semester units of post high school coursework in general accounting, bookkeeping, business math, and/or accounting related courses.

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.

ST:rjw

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