

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
FISCAL/CLERICAL SERIES
RANGE: 42.5
CLASSIFIED
CODE: NONE**

ACCOUNT CLERK III

DEFINITION

Under general supervision, to perform specialized accounting, budget control, insurance, and payroll clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes;

to perform difficult and technical auditing, monitoring and lead clerical functions;

to do other related work as required.

EXAMPLES OF DUTIES

Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling accounting, payroll, insurance and other fiscally related information and data;

performs complex and technical fiscal audit and management operations related to one or more specialized accounting, budget control, insurance administration, and payroll functions;

assists in revision, formulation, and implementation of accounting, budget control, insurance, and payroll record management systems and procedures;

coordinates and leads in the posting, balancing, and verification of accounting, budget control, insurance, and payroll records;

may prepare trial balances and financial statements;

prepares and verifies the accuracy and completeness of financial transaction records and reports;

prepares accounting, budget control, insurance and payroll record analyses;

operates computer terminals, EDP peripherals, and other business office machines and equipment;

prepares system input data and analyzes, verifies, and reconciles output reports;

makes complex arithmetical calculations and verifies computations;

performs lead functions within a specialized accounting, budget control, insurance, or payroll record management system, which includes the technical evaluation of accounting clerical personnel;

interprets and provides information regarding routine legal mandates, policies, regulations, and fiscally operational guidelines to school district and County Office personnel;

provides technical information to school districts, and State and Federal agencies.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures of governmental accounting, budget monitoring, and fiscally related record management systems;

operation of automated accounting record management, storage, and retrieval systems;

modern office practices, procedures, and techniques;

organization and planning methods, trends, techniques, and practices;

operation of standard office equipment, personal computers, and data processing financial systems.

Ability to:

Perform complex and technical accounting, budget control, insurance administration, and payroll clerical functions;

prepare, review, and analyze accounting, budget reports and records;

perform internal audit functions;

lead and supervise other accounting, and budget personnel;

make complex arithmetical calculations and verify the results;

effectively and efficiently operate computerized accounting systems and other office machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three years of experience in accounting including one year in a lead or supervisory capacity.

OR

Bachelor of Arts degree in accounting, business, economics or related field with at least six units in accounting.

Education:

High school and nine semester units of post high school coursework in 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.

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