



### **Classification Summary**

Positions in the Accounting Clerk series perform bookkeeping and financial records keeping work in the implementation of the district's accounting system and standards for audits. Perform other related work as required.

### **Distinguishing Characteristics**

1. This classification series is distinguished from other financial records maintenance classifications by its allocation within a centralized financial services organization and is differentiated from those allocated at schools classified as Finance Clerk.
2. The Accounting Specialist classification is delineated from the Accounting Clerk II and III classifications by the emphasis of lead worker responsibilities within a particular accounting area. Positions are also considered to be the senior level within an accounting area with emphasis on implementing bookkeeping procedures in their area of accounting specialty.

### **Required Knowledge, Skills and Abilities**

(The following are in addition to those of the Accounting Clerk I and II classifications. Some of the factors from the Accounting Clerk I and II classifications are transformed from "abilities" to journey level knowledge and skills.)

1. Working knowledge of the principles, practices and procedures of one area of the accounting function, which may be in: Payroll; Accounts Receivable/Payable; Grant Accounting; Budget; Accounting Systems; and Lunch Fund.
2. Familiarity with other areas of the accounting system.
3. Demonstrated leadership ability to provide technical supervision and training to other accounting clerks.
4. Demonstrated ability to identify and resolve accounting problems.
5. Demonstrated ability to develop, recommend and implement bookkeeping procedures, including automated procedures.

### **Minimum Qualifications for Class Entry**

1. Graduation from a senior high school or equivalent, preferably supplemented by course work in bookkeeping, accounting, or related field.
2. Four years of progressively responsible bookkeeping experience in a specific area of the financial records maintenance system.

### **Work Environment**

Incumbents work in a standard office setting in a centralized accounting services department.