



Classification Summary

1. 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.
2. Performs supervisory, bookkeeping and clerical duties for the accounts payable function and the maintenance of assigned vendor accounts.

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. Positions in this class are distinguished by the responsibility of assigning and scheduling payment of accounts receivable, review and correct the work of the accounts payable clerks, provide technical assistance and to ensure adherence to department policy and procedures.

Supervisory Relationships

1. Reports to and receives direction and work assignments from the Accounting Services Supervisor.
2. Supervises the General Accounting Clerks assigned to the accounts receivable function.

Examples of Work Performed

1. Review and distribute purchase orders to the accounts payable clerks; verify account numbers, check for appropriate documentation, complete information and instructions; log and distribute to clerks for payment.
2. Review invoices submitted by clerks for payment balance, are charged to correct funds and match the purchase order; resolve discrepancies.
3. Review purchase orders and invoices for compliance with price quotes and discounts and ensure documentation is attached prior to submission of invoices for approval.
4. Compile, review and reconcile listing of accruals; review with supervisor; monitor payment of accruals during the following year.
5. Prepare special journal entries for purchase orders paid from wrong accounts and maintain files on them.
6. Maintain assigned accounts; track legal and auditor fees; maintain accounts for clerks during their absences or to correct on going problems with accounts.
7. Respond to inquiries regarding orders and payments from vendors, school personnel and the general public.
8. Perform related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of bookkeeping and accounts payable practices and procedures.
2. Knowledge of district accounts payable policies and procedures.
3. Knowledge of public procurement rules and regulations.
4. Ability to operate standard accounting office equipment.
5. Ability to supervise the work of accounts payable function

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Graduation from an accredited training program in bookkeeping and accounting.
3. Two years previous experience in accounting work with emphasis in accounts payable preferred.

Work Environment

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