

JOB DESCRIPTION
San Leandro Unified School District

Accounting Clerk

Purpose Statement

The job of Accounting Clerk is done for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling of fiscal information and maintenance of related statistical records; generating periodic reports; performing general clerical duties; and providing instructions and/or accounting support to other personnel in accordance with established practices.

This job reports to Principal or Director.

Essential Functions

- Assists administrator and other assigned personnel (e.g. manages online sales on school website, provides cash banks and tickets for events, etc.) for the purpose of supporting them in the overall site operations.
- Collects financial information related to work assignments (e.g. catering invoices, fundraiser, stipends, purchase orders, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records (e.g. class/club donations, lunch bills, lunch monies, catering bills, lost books bills, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of reports, documents and other written and electronic materials (e.g. inventory records, monthly account activity to sponsors, invoices, 1099's, audit documentation, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes financial information (e.g. cash/check into weekly deposits, check requests, bill collections, free and reduced meal applications, student account receipts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles financial data (e.g. monthly bank statements, employee lunch bills, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff, administration, students, parents, and vendors regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; office application software; recordkeeping and record retention practices.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information; working as part of a team; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status
Non Exempt

Board Approval Date
November 10, 2015

Salary Range
32

