

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/91	ACCOUNTING CLERK 1	2.2.1
Effective Date	Job Title	Index

### **DEFINITION**

To perform routine accounting clerical work involved in maintaining and reviewing financial and statistical records.

### **CLASS CHARACTERISTICS**

This is the entry level class in the Accounting Clerk series. This class is distinguished from the Accounting Clerk 2 by the performance of the more routine tasks and duties assigned to positions within the series including gathering and tabulating routine accounting records. This classification includes positions assigned to school sites and to a central fiscal services office. Positions assigned to school sites will function with a greater degree of independence within established policies and procedural guidelines once work assignments are learned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from an assigned supervisor, and technical and functional supervision from higher level accounting personnel. Methods of performing tasks are explained in specific terms and details of the tasks are reviewed by a supervisor when work is in progress and upon completion.

### **EXAMPLES OF DUTIES - May include, but are not limited to, the following:**

Gathers, assembles, tabulates, checks, and files financial and statistical data such as bills, vouchers, and payroll time reports.

Enters and retrieves data using computer terminals.

Maintains routine financial records such as accounts receivable and accounts payable records.

Gathers, reviews, and batches a variety of input documents.

Performs arithmetical calculations; prepares and verifies extensions; verifies data as accurate.

Maintains routine ledger accounts; balances accounts, checking and correcting irregularities, if consequence is relatively minor.

Receives money and maintains records of receipts.

Prepares bank deposits.

Responds to questions about accounts, ledgers and records; refers complex or policy questions to appropriate personnel. Answers phones; batches and distributes mail.

Performs related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Methods, practices, and terminology used in bookkeeping and accounting clerical work.

Modern office methods, practices, procedures and computer equipment.

**Ability to:**

Post data and make arithmetical computations rapidly and accurately.

Operate various office machines including a computer.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

One year of accounting clerical experience is desirable.

**Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in accounting and computer technology is desirable.