

## **Alameda County Office of Education**

**JOB TITLE:**        **Account Clerk** (Range 13 CSEA)

**JOB SUMMARY :**

Processes and maintains accounts payable, accounts receivable, payroll and/or other related records according to standard accounting procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Processes and maintains accounts payable, accounts receivable, payroll, and other accounting records.

Performs standard accounting procedures within prescribed guidelines.

Computes, verifies, tracks and maintains financial records.

Audits, codes, verifies, and reconciles warrants, requisitions, apportionments, invoices, deposits and other accounting documents and records.

Maintains a variety of records; creates and maintains logs and filing systems including contacts, budgets, and expenditures.

Provides services and information to school districts, agencies and other organizations regarding accounting data.

Assists in preparing reports; orders and verifies accuracy of reports.

Prepares data and performs data entry of accounting information.

Monitors data processing output, reports, and related materials.

Performs general clerical tasks, including typing, maintaining files, copying and answering the telephone.

May approve payment of invoices as delegated by the Department Manager.

May receive and prepare money for deposit.

Performs related duties as required.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ABILITY TO**

Perform data input accurately.  
Perform accounting tasks in accordance with established guidelines and procedures.  
Prepare and maintain records and files.  
Perform simple research, compile data, assist in preparing reports.  
Perform clerical work & administrative tasks.  
Keyboard at 40 WPM from clear copy.  
Establish, maintain effective relationships.  
Operate modern office equipment.  
Meet schedules and time lines..  
Understand and follow oral and written directions.  
Answer telephones courteously and efficiently.  
Perform routine clerical duties.  
Operate personal computer and software.

### **KNOWLEDGE OF**

Standard procedures and guidelines for assigned accounting tasks.  
Accounting terminology.  
Data entry and processing.  
Modern office practice and procedures.  
Department operations and policies.  
Correct English usage.  
Operation of office equipment and software.  
Telephone etiquette.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) with some course work in accounting preferred; two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide using whole numbers.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

**Approved By Personnel Commission**  
**Approved Date:** February 19, 2009