

**SIERRA UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

**CLASSIFIED**

**JOB TITLE:**           **ACCOUNT CLERK**

**RESPONSIBLE TO:** Site Administrator / Classified Manager

**Performance Responsibilities:**

Under general direction: determines processes for maintaining statistical and financial information with respect to assigned accounts, programs, attendance or special records; compiles a variety of statistical reports and records including the verification of account balances, account numbers and attendance reports. Sets up and maintains chart of accounts and general ledger. Encumbers expenditures, initiates revenue transfers and provides support to principals. Sorts and distributes monthly transactions and working budgets to District sites; dialogs with site administrators regarding questions and irregularities regarding the budget and ledger transactions and documents. Prepares and maintains various financial or statistical records, reports and files; performs other accounting clerical work in posting, assembling, tabulating, reconciling financial data and performs various attendance accounting functions. Operates various office machines including a computer terminal and personal computer; performs related duties as required.

**Minimum Qualifications:**

Knowledge of:

- Basic accounting principles and practices;
- Practices and procedures in the preparation and maintenance of complex financial records and reports;
- The use and operation of computer accounting systems and standard office equipment such as calculators, keyboards, photocopiers, etc.;
- Applicable regulations, policies and codes;
- General office methods and procedures.

Ability to:

- Answer technical questions, resolve discrepancies and other work problems;
- Operate computer terminals and other office equipment rapidly and accurately;
- Develop, establish, and maintain accurate accounts and other fiscal records;
- Perform arithmetical calculations rapidly and accurately;
- Interpret and apply regulations;
- Effectively communicate in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Characteristics:**

- See to read;
- Speak clearly;
- Manual dexterity to operate keyboards, calculators and other office machinery.

**Education and Experience:**

- Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge's and abilities listed above.

**Working Conditions:**

- Office environment