

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

ACCOUNT CLERK II

Basic Function

Under the direction of the assigned supervisor, performs accounting clerical work of above average difficulty involving financial and statistical record-keeping in an assigned area such as accounts payable, payroll, accounts receivable, medi-cal reimbursement programs; perform clerical work including typing and filing.

Distinguishing Characteristics

The Account Clerk II classification is the experienced level classification in the accounting series and performs responsible and complex accounting functions of above-average difficulty. Incumbents assigned to this classification are required to exercise independent judgment over an established accounting function.

Representative Duties

1. Maintains a complete set of financial records databases such as payroll, accounts receivable, accounts payable, medi-cal reimbursement programs or other complex District accounts; coordinates related accounting activity with other functions.
2. Reviews, verifies, balances and adjusts accounts and billings.
3. Posts, assembles, tabulates, compares and verifies financial and statistical data.
4. Prepares and checks warrants, vouchers, invoices, time records, requisitions, purchase orders and similar documents for accuracy legality, and budget classification.
5. Compares, schedules, indexes and files bills, vouchers, warrants and other records.
6. Prepares and checks various statistical or accounting tables, reports, and databases including the audit of claims and assisting during periods of audit or review.
7. Operates a variety of office equipment and devices.
8. Prepares and maintains a variety of statistical records, reports, and databases; processes documents involved in financial transactions.
9. Expedites orders as necessary; discusses invoice/billing adjustments with vendors.

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10. Maintains journal accounts; balance, check and corrects irregularities.
11. Prepares and verifies extensions; posts expenses to subsidiary ledgers and maintains and reports on account balances as necessary.
12. Prepares various financial, accounting, budgetary, and medi-cal reimbursement program reports for submission to supervisor; accumulates data and works with district staff & participants and prepares and maintains narrative explanations and documentation.
13. Provides information to employees as requested; provides work direction and guidance to accounting clerical personnel as assigned.
14. Analyzes accounts and assists in the preparation and revision of the budget; prepares documentation for input into the Districts financial system.
15. Interprets and applies appropriate medi-cal reimbursement program accounting rules and regulations; assures accuracy of assigned accounts.
16. Counts monies; prepares records of cash; prepares bank deposits; forwards monies according to approved procedures.
17. Notify appropriate District personnel of expenditure and account balances and of any problems encountered.
18. Participate in District in-service training as required.
19. Assist staff/participants in medi-cal reimbursement programs, including but not limited to training and submitting of documentation; coordination of training.
20. Performs other job related duties as assigned.

Knowledge and Abilities

Accounting practices and procedures.

Modern office practices, procedures and equipment. Electronic data processing operation. District organization, operations, policies and objectives. Oral and written communication skills.

Applicable sections of State Education Codes and other federal, State, County and District laws, policies, rules and regulations.

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic bookkeeping, financial, and statistical record keeping procedures

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Ability To

Apply bookkeeping and financial record-keeping principles to the maintenance of complex fiscal and accounting records of above average difficulty.

Perform clerical work of above average difficulty.

Make arithmetic computations and tabulations with speed and accuracy. Maintain accurate financial and statistical records.

Operates standard office machines such as computers, laptops, typewriters, calculators, copy machines and printers.

Learn office policies, rules and practices. Understand and follow oral and written directions.

Type at 50 words net per minute from clear copy.

Demonstrate tact, diplomacy and good judgment.

Follow District, state and federal rules, policies, regulations and laws.

Understand computer-related problems.

Meet schedules and time lines. Plan and organize work.

Demonstrates organizational skills

Work cooperatively with others.

Prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others. Analyze situations accurately and adopt an effective course of action

Education

High School Diploma or equivalent.

Experience

Courses in bookkeeping and accounting and/or two years of increasingly responsible experience in financial or statistical record-keeping.

Previous medical reimbursement program coordination desirable.

Working Conditions

Typical office environment.

Subject to frequent interruptions

Physical Abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter

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data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Work Year and Salary:

245 work days, Row 13

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Board approved – December 15, 2022