

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	ACCOUNTING CLERK 3 - DEPARTMENT	2.2.3
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing complex accounting clerical work involved in maintaining and reviewing financial and statistical records.

CLASS CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most responsible types of duties assigned to classes within this series which may include responsibility over an accounting clerical function. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

May exercise functional and technical supervision of assigned accounting clerical personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

NOTE: Actual job duties may vary based on department and/or function, e.g., Fiscal Services, Disbursements.

Performing accounting clerical work involving a number of program areas.

Preparing financial and statistical reports related to areas of assignment.

Maintaining and balancing accounts; checks and verifies data processing reports.

Reconciling claims against ledgers and bank accounts.

Providing technical accounting training and assistance to others.

Researching, identifying and resolving discrepancies and/or inconsistencies of source documentation.

Reviews and legitimizes individual transactions.

Salem-Keizer Public Schools
Accounting Clerk 3 (Continued)

Tracking and maintaining fixed asset records.

Coordinating and reviewing the work of assigned accounting clerical staff for program area; may assist in evaluating the performance of assigned personnel.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic mathematics and principles and practices of accounting clerical work

Principles and practices of work coordination and review

Terminology used in bookkeeping and accounting clerical work

District Chart of Accounts and state reporting requirements

Modern office methods, practices, procedures and computer equipment

Ability to:

Perform difficult accounting work requiring the use of independent judgment

Assign and review the work of others

Interpret and administer District accounting policies and procedures

Enter large amounts of transaction data with speed and accuracy

Post data and make arithmetical computation rapidly and accurately. Must be proficient in the use of 10-key

Prepare clear, complete and concise reports and documentation

Multi-task with the ability to prioritize work and meet pre-set deadlines

Operate a computer with integrated financial system access and related peripheral equipment and software including MS Word, Excel, Filemaker or other database programs

Communicate clearly and concisely, both orally and in writing

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

Salem-Keizer Public Schools
Accounting Clerk 3 (Continued)

Work effectively in a team environment

Provide excellent customer service

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:

Three years of responsible accounting clerical experience.

Training:

Equivalent to an Associate's Degree in accounting, finance, business administration or a related field. Additional professional experience may substitute for a degree.

Work Environment:

Climate controlled office setting with exposure to minimal noise intensity levels.

Moderate level of contact with district personnel. Some contact with outside vendors.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Accounting Clerk 3

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____