

SENIOR ACCOUNTING CLERK

DEFINITION

Performs accounting or bookkeeping activities including maintenance of programs and accounting records/ledgers. Uses independent judgment to make decisions within established accounting systems and procedures in order to maintain and reconcile account balances, prepare financial statements, prepare and maintain a variety of accounting transactions and reports, and analyze accounting data.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received by the District Accountant.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Applies District accounting policies and procedures and performs a variety of bookkeeping and accounting work in the maintenance of the District's financial records.

Monitors the accuracy of various accounts and amounts for expenditures being charged to various accounts, programs and/or grants.

Performs a variety of accounting work involving the allocation and disbursement of funds as required by District policy and or grants.

Reviews, prepares and maintains a variety of records and reports.

Processes and audits disbursement of District funds.

Performs financial recordkeeping related to the various District funds and expenditures.

Inputs County documents.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, and terminology used in governmental financial and accounting recordkeeping.

Word processing, spreadsheet and database software.

Appropriate laws, rules, and regulations relating to assigned functions.

QUALIFICATIONS (continued)

Ability to:

Perform responsible accounting work requiring use of independent judgment, initiative and application of District accounting procedures and systems.

Read, interpret, and explain laws, rules, and regulations.

Plan and meet deadlines.

Prepare accurate financial and statistical reports and maintain records.

Communicate clearly and concisely, orally and in writing.

Make arithmetical calculations with speed and accuracy.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High School Diploma or equivalent.

Ten (10) units of college-level Accounting coursework AND fourteen (14) units of coursework in business-related courses such as Finance or Business Administration from an accredited college or university.

Three years of responsible accounting experience.

Desirable:

Experience with school and/or college accounting structure.