

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING CLERK III - ACCOUNTS PAYABLE

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex accounting clerical work involving financial and statistical record keeping, and use of independent judgment.

REPRESENTATIVE DUTIES:

Perform technical and complex accounts payable work to assure compliance with applicable rules, regulations, policies and procedures.

Maintain and monitor assigned accounts, contracts, and budgets; reconcile and balance assigned accounts.

Reconcile expenditures and income accounts with the County Office. Prepare and control accounts payable data for County processing.

Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers and reports; post, audit, tabulate financial and statistical data as necessary to assure proper internal controls. Process documents involved in financial transactions.

Review financial documents, reports, and computer printouts to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures; make corrections and adjustments as necessary.

Communicate accounting activities with other District departments, school sites, personnel, governmental and private agencies and vendors.

Provide information to district personnel regarding various records, accounts and programs; answer questions and resolve problems related to assigned accounts.

Prepare or check warrants, invoices, requisitions, purchase orders and similar documents.

Maintain various financial or statistical records requiring the use of independent judgment.

Prepare and control accounts payable data for County processing.

Verify purchase orders, goods received and invoices according to established procedures; communicate with vendors, employees and the public in relation to accounts payable activities.

Operate computer hardware to enter financial information, verifying input to assure accuracy.

Prepare 1099 tax reports for the District's independent contractors.

Compare, schedule, index and file invoices, vouchers, warrants and other records.

Prepare, check and distribute various statistical or accounting tables, reports and schedules.

Operate a variety of office machines including typewriter and calculator.

Provide assistance to other accounting clerical employees in posting, assembling, tabulating and reconciling financial data.

Expedite orders as necessary; discuss invoice adjustments with vendors as needed.

Maintain journal accounts; balance, check, report and correct irregularities.

Prepare and verify extensions; maintain and report on account balances as necessary.

Perform other related duties pertaining to job description as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and terminology used in the type of accounts assigned.

Modern office practices, procedures and equipment.

Record keeping techniques.

Organization, operations, rules, policies, practices and objectives of assigned accounts or functions.

Oral and written communications skills.

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

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Maintain complex financial records, analyze data and prepare accurate reports.

Work independently with little direction.

Apply bookkeeping and financial record-keeping principles.

Read and interpret various Federal and State guidelines or other information pertaining to work.

Type at 35 words net per minute from clear copy.

Understand and follow oral and written directions.

Work cooperatively with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Plan and organize work.

Make mathematical computations expeditiously and accurately.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Operate standard office machines such as typewriter, calculator, and computer hardware.

Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in bookkeeping or accounting and three years of increasingly responsible experience in financial or statistical record keeping.

WORKING CONDITIONS:

Typical office environment.