

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING CLERK II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform accounting clerical work involving financial and statistical record keeping in an assigned area such as accounts payable.

DISTINGUISHING CHARACTERISTICS:

The Accounting Clerk II classification is the experienced-level classification in the accounting series which includes Accounting/Data Entry Clerk I and Accounting Clerk III. Incumbents in this classification are required to exercise independent judgement over an established accounting function and perform responsible and complex accounting functions.

REPRESENTATIVE DUTIES:

Verify, balance and adjust accounts; reconcile expenditures and income accounts with the county Office.

Post, assemble and tabulate financial and statistical data.

Prepare and control accounts payable data for County processing.

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 maintain a variety of statistical records and reports; process documents involved in financial transactions.

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

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

Prepare and check various statistical or accounting tables and reports; prepare and type accounting and statistical reports and schedules.

Operate a variety of office machines including computer hardware, 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 and correct irregularities.

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

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting practices and procedures.

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

Oral and written communications skills.

Applicable sections of State Education Codes and other federal, State,

County and District laws, policies, rules and regulations.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

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

Perform clerical work of above average difficulty.

Make arithmetic computations and tabulations with speed and accuracy.

Maintain accurate financial and statistical records.

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

Learn office policies, rules and practices.

Prepare input documents expeditiously and accurately.

Understand and follow oral and written directions.

Type at 30 words net per minute from clear copy.

Meet schedules and time lines.

Work cooperatively with other.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

Typical office environment.

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