

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING CLERK IV

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform difficult accounting work requiring independent judgment and knowledge related to District financial procedures.

DISTINGUISHING CHARACTERISTICS:

The incumbent in the Accounting Clerk III classification performs accounting work requiring in-depth knowledge concerning technical application of accounting and accounting control principles. The incumbent operates with more freedom to act and is typically assigned complete responsibility for specific accounting functions or special programs and performs lead duties as assigned.

REPRESENTATIVE DUTIES:

Determine processes for maintaining statistical and financial information with respect to assigned accounts, programs or special records.

Maintain various financial or statistical records, reports and files; make and verify extensions; prepare financial statements as necessary in support of assigned accounts or functions.

Evaluate financial condition of assigned accounts; develop trend information and communicate issues or problems to superiors.

Monitor and maintain various inventories according to District's requirements.

Audit daily receipts for accuracy and tally receipts for posting.

Prepare invoices, purchase orders, requisitions and similar documents; audit, batch and process for payment.

Prepare, audit and deposit monies; reconcile bank statements.

Provide work direction and guidance accounting clerical employees as assigned.

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

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

Respond to questions from employees or other individuals regarding interpretation of laws, rules, regulations, contracts and other documents governing District policies.

Reconcile billing with reports; provide for the timely delivery of checks, billings, invoices and other accounting-related materials.

Order and maintain various office and related supplies for assigned function.

Maintain and monitor assigned project accounts and budgets; reconcile and balance assigned accounts.

Assist in the preparation and monitoring of accounts or budgets as assigned; prepare and review account and expense transfers and reconcile and balance assigned accounts.

Coordinate communication and accounting activities with other District departments and personnel.

Prepare Sales and Use Tax report for the district.

Perform other duties as related to job description.

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.
Apply bookkeeping and financial record-keeping principles.
Read and interpret various federal and State guidelines or other information pertaining to work.
Type at 30 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 time lines.
Plan and organize work.
Make arithmetic 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.
Work independently with little direction.
Provide work direction to others.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

Typical office environment.