

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET/DATA ENTRY CLERK I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine accounting clerical, reproduction, switchboard relief, and data entry work involved in the maintenance of assigned business records.

REPRESENTATIVE DUTIES:

Assemble, match, sort, tabulate, check and input on computer a variety of financial and statistical data and provide assistance to other business clerical employees.

Maintain statistical records and process a variety of documents involved in financial transactions.

Follow District procedures and policies.

Post, balance and adjust accounts; assure that all data entered or posted on computer is accurate and complete.

Reproduce materials submitted by sites and departments.

Provide backup and relief time to the District Central Office Receptionist, including working the switchboard.

Operate a variety of office machines including computer hardware, copiers, telephone equipment, calculator and typewriter.

Assemble financial and statistical data for various reports from files and records.

Maintain a variety of records, reports, documents and files; distribute reports as assigned.

Assist other accounting clerical personnel in support of the maintenance of more complex accounts.

Compile and prepare reports of accounting and statistical data.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting practices and procedures.

Modern office practices, procedures and equipment.

Oral and written communications skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Make arithmetic computations and tabulations with speed and accuracy.

Maintain accurate financial and statistical records.

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

Learn office policies, rules and practices.

Understand and follow oral and written directions.

Type at 30 words net per minute from clear copy.

Enter data processing documents expeditiously and accurately.

Meet schedules and time lines.

Work cooperatively with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in accounting and one year of clerical experience.

WORKING CONDITIONS:

Typical office environment.