CHICO UNIFIED SCHOOL DISTRICT
ACCOUNT CLERK

DEFINITION
Under supervision, to perform a variety of clerical duties involved in maintaining and reviewing financial records.

SUPERVISION EXERCISED  Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Receive, sort and organize a variety of financial documents, including bills, invoices and payments; review documents received for accuracy and completeness.
- Type, code and file all financial documents; distribute to appropriate personnel.
- Confer with vendors by mail and telephone to ensure accuracy of orders.
- Provide assistance to Buyer; track and maintain maintenance agreements on equipment; track subscriptions; coordinate with a subscription service and directly with publishers.
- Complete revolving cash fund checks; process payment for purchase orders requiring immediate payment; reimburse employees for fees, including TB testing and fingerprinting; disburse payment to parties involved.
- Prepare open purchase order reports; track delivery of purchases; ensure that all orders are complete and accurate.
- Coordinate all school district equipment repairs with proper vendors; verify if equipment is covered under contract.
- Establish and maintain files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform a variety of basic clerical duties, including answering phones, typing, sorting and distributing mail, delivering mail to the US Post Office, maintaining files and records and maintaining supplies.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Basic bookkeeping principles.
- Principles and procedures of filing and record keeping.
- Modern office procedures, methods and computer equipment.
- Alpha, numerical and subject matter filing systems.
- Basic mathematical principles.
- Principles and practices of data collection and basic report preparation.
- Safe driving principles and practices.
- State of California vehicle code.

Skill to:
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Operate a motor vehicle safely.
- Operate 10-key by touch

Ability to:
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn and understand the organization and operation of the District necessary to assume assigned responsibilities.
- Perform basic clerical accounting work, including maintaining appropriate files and compiling information for reports.
- Perform comparisons of data quickly and accurately.
- Maintain a variety of records and files.
- Perform routine arithmetic calculations with speed and accuracy.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
- One year of general clerical experience, including some experience in bookkeeping and/or financial record keeping.

**Training:**
- Equivalent to the completion of the twelfth grade.

**License or Certificate:**
- Ability to obtain an appropriate, valid California driver's license by the 5th month of employment.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
- Ability to work in a standard office environment.