CHICO UNIFIED SCHOOL DISTRICT
SENIOR ACCOUNT CLERK

DEFINITION
Under general supervision, to perform a variety of clerical accounting duties involved in the developing, processing, and maintaining of financial records, including in the areas of payroll, accounts payable, and accounts receivable; perform a variety of clerical duties in support of assigned office.

SUPERVISION EXERCISED
May exercise technical and functional supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Gather, sort, assemble, code, post, tabulate, balance, check, and file financial and statistical data; maintain financial records and process documents involved in financial transactions; input data into computer system.
- Maintain and reconcile a variety of ledgers, reports, and accounting records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Assist in preparing a variety of routine fiscal statements, reports, and schedules utilizing data in accordance with specified reporting formats and accounting principles; edit computer printouts and enter corrections; separate and distribute reports.
- Assist departments and employees by providing fiscal information, explaining procedures and answering questions; provide information and instruction regarding applicable procedures and methods.
- Establish and maintain complete 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.
- Receive, code, post, and monitor accounts receivable records; process incoming checks.
- Receive, review, and audit payroll records and timecards ensuring compliance with policies, procedures, and regulations; review, verify, process, and calculate payroll data; process and calculate a variety of payroll actions, including wage garnishments, benefits withholding, and overtime hours; perform payroll data entry, including payroll changes such as new hires, salary schedule changes, retirements, and terminations; assist in the distribution of payroll checks; prepare and balance payroll reports.
- Process accounts payable documents on a timely basis; evaluate and check invoices against purchase orders to ascertain relative charges; analyze and assign correct account classification and vendor codes; compute extensions and prepare invoices for payment; prepare warrants; file checks; mail checks to payees.
- Perform a variety of general clerical duties, including answering phones, typing, sorting, and distributing mail, maintaining files and records and maintaining supplies.
- Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Principles, methods, and practices of bookkeeping and basic accounting.
- Principles, practices, and procedures of financial record keeping and reporting.
- Modern office procedures, methods, and computer equipment.
- Alpha, numerical, and subject matter filing systems.
- Mathematical principles.
- Principles and practices of data collection and basic report preparation.

Skill to:
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- 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.
- Accurately tabulate, record, and balance assigned transaction.
- Perform general clerical accounting work, including maintaining appropriate files and compiling information for reports.
- Perform mathematical calculations with speed and accuracy.
- Perform comparisons of data quickly and accurately.
- Prepare and maintain financial records and reports.
- Prepare, examine, and verify routine financial documents, statements, and reports.
- Research, compile, and collect data and information.
- 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 knowledges, skills, and abilities would be qualifying. A typical way to obtain the knowledges, skills, and abilities would be:

Experience:
- Two years of increasingly responsible experience in the maintenance of financial or statistical records, preferably including some experience in the specific area of assignment.

Training:
- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

Special Requirements:
Essential duties require the following physical skills and work environment:
Please refer to the Job Analysis.