

JOB ANALYSIS

JOB TITLE: Senior Account Clerk			
JOB ANALYST: Nancy Kennedy, MS,CRC		DATE OF ANALYSIS: September 12th and September 16th, 2013-site visits	
PHONE #: (800) 477-0626 X 4435		DATE REVISED:	
EMPLOYER: Chico Unified School District		ADDRESS: 1163 East Seventh Street, Chico, CA 95928	
		ON SITE VISITS: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYEE:		<input type="checkbox"/> Regular Full Time	
DATE OF INJURY:		<input type="checkbox"/> Part-time _____ hours/day	
CLAIM NUMBER:			
PURPOSE:	<input type="checkbox"/> WC	<input type="checkbox"/> Post-Offer	<input type="checkbox"/> Accommodation

General Description:

The Senior Account Clerk works under general supervision to perform a variety of clerical accounting duties involved in the developing, processing, and maintaining of financial records, including the areas of payroll, accounts payable, and accounts receivable; and performs a variety of clerical duties in support of assigned office.

Essential Job Functions:

1. Gather, sort, assemble, code, post tabulate, balance, check and file financial and statistical data; maintain financial records and process documents involving financial transactions; input data into computer system.
2. 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.
3. Monitor and balance various accounts verifying availability of funds and classifications of expenditures; research and analyze transactions to resolve problems.
4. 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.
5. Assist departments and employees by providing fiscal information, explaining procedures and answering questions; provide information and instruction regarding applicable procedures and methods.

6. Establish and maintain complete files and records related to assigned functions; participate in maintenance of various computer files and records; input and retrieve a variety of fiscal and statistic information using a computer terminal.
7. Receive, code, post, and monitor accounts receivable records; process incoming checks and cash/credit funds; ensure security and timely processing.
8. 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, such as extra assignment/overtime; perform payroll data entry, including payroll changes; assist in the distribution of payroll checks; prepare and balance payroll records.
9. Based on office assigned, maintain daily work schedule and arrange for substitutes as necessary; monitor, verify and categorize absence or assignment; call eligible staff to fill absences; effectively communicate with school site staff and to necessary personnel as appropriate.
10. 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.
11. Assist students, parents, District personnel, vendors, or others in contact during course of work functions, by explaining or providing information pertinent to the situation or request in a helpful manner to foster understanding and/or participation/compliance with accounting department functions within scope of responsibility.
12. Perform a variety of general clerical duties, including answering phones, typing, sorting and distributing mail, maintaining files and records, and maintaining supplies.

Marginal Job Functions:

Perform related duties and responsibilities as assigned.

Required Knowledge, Skill and Ability:

Knowledge of: Principles, methods and practices of booking and basic accounting, financial record keeping and reporting; policies, protocols, laws and/or regulations of the assigned Department, District, and/or State or Federal agencies applicable to scope of responsibility; current office procedures, methods and computer equipment, various applications including financial software; purchase orders; alpha-numerical, and subject matter filing systems; mathematical calculations and principals used in accounting and bookkeeping; principals and practices of data collection and basic report writing.

Skill/Ability to: Operate current office equipment, including computer equipment and various financial and other applications, multi-line phone system, copier, coin/currency counter, calculator; effectively and efficiently utilize a computer keyboard, 10-key calculator, and other equipment at a level proficient for successful job performance; learn, interpret, and apply 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 general clerical accounting work, including maintaining appropriate files and compiling information for reports; accurately count, tabulate, record, and balance assigned transactions; perform mathematical calculations with speed and accuracy; perform comparisons of data quickly and accurately; prepare, examine, and verify routine financial documents, statements, purchase orders, and reports; organize and plan work functions to meet deadlines or reporting requirements; research, compile, collect, and analyze data and information; communicate clearly and concisely, both orally and in writing, including electronic communications; establish, maintain, and foster positive and harmonious working relationships with those contact in the course of work, including supervisors, co-workers, students-parents, vendors and the general public; meet and maintain District requirements for work performed at a school site, drive a vehicle, or other requirement, based on the duty assignment location.

NOTE of Analyst: This job analysis reflects reviews of two work site locations, and represents a compilation of job functions and physical demands pertinent to both or either location. Physical demands fall within the ranges indicated.

Physical Demands (Per U.S. Department of Labor Definition) *Times listed are representative of an 8 hour work day for illustration only:

Rating	Rarely - < 1%	Infrequently 2-5%	Occasionally 6-33%	Frequently 34-66%	Constantly 67% +
	< 5 minutes	*5-30 minutes	*30 minutes to 2 ½ hours	*2 ½ hours to 5 ¼ hours	*5 ¼ hours or more
Sedentary			0 – 10 lbs.		
Light			11 – 20 lbs.	0 – 10 lbs.	
Medium			21 – 50 lbs.	11 – 25 lbs.	1 – 10 lbs.
Heavy			51 – 100 lbs.	26 – 50 lbs.	11 – 20 lbs.
Very Heavy			100 + lbs.	50 + lbs.	20 + lbs.

STANDING: Remaining on one's feet in an upright position at a workstation without moving about.

Rarely to Occasionally. Depending on assignment, standing occurs when using a copier machine, or when speaking with or assisting other co-workers or staff for brief periods of several minutes up to 20 minutes overall. The Sr. Account Clerk assigned to a student store, or similar location, will stand for longer periods such as before/after school, or during student lunch periods to assist students with event tickets, student activity cards or sales of school attire, etc. Occurrences of standing will vary significantly during the course of a day or week not occurring on some days, but on other days for longer periods or multiple times in one day within the frequency range indicated. Surfaces are generally level interior flooring.

WALKING: Moving about on foot.

Rarely to Infrequently. Walking short distances within the immediate work area or office occurs up to 20 feet to access copier, files, or the location of co-workers; and will occur up to approximately 30 yards when accessing adjacent buildings or areas. If required due to assignment, the Sr. Account Clerk will walk to/from a bank to make deposits. Interior surfaces are level interior flooring, and exterior surfaces will vary based on assignment location, from gravel driveway areas, cement floors or sidewalks, to lawn or asphalt.

SITTING: Remaining in the normal seated position

Frequently to Constantly. The Sr. Account Clerk will perform most job functions from a seated position at a desk using an adjustable task chair. Typically, the duration of sitting will be up to 2 to 2 1/2 hours, with short intermittent standing/walking within office, or adjacent areas; or, based on assignment to service a counter. The work of the Sr. Account Clerk involves intense periods processing funds (currency/coin, checks), reviewing data and inputting data/information, and creating or utilizing computerized records. Other clerical functions will also generally be performed while seated at the workstation. Based on assignment location, the Sr. Accounting Clerk will drive a vehicle to deposit funds, or perform a related job function away from the regular duty assignment location.

LIFTING: Raising or lowering an object from one level to another (including upward pulling).

	Never	Rarely	Infrequently	Occasional	Frequently	Constantly	Height
5 lbs. or less				X-----	-----X		Floor to desk top level or overhead
6 - 10 lbs.		X					Floor to desk top level
10 - 20 lbs.		X					Floor to desk top level
21 - 35 lbs.	X*						*Floor to desk top level
36 - 50 lbs.	X						
51 - 75 lbs.	X						
76 - 100 lbs.	X						

Typical items lifted (not a comprehensive list):

- 0 - 5 lbs.: Files, documents, binders, cash box, currency/coin, office supplies, etc.; stored clothing, or wall hangings (posters).
- 6 - 10 lbs. Stack of files, heavier sack of coin, several binders, etc.
- 11 - 20 lbs.: Heaviest sack of coins, *box of records (archiving).
- 21 - 35 lbs.: *Not required-box of records (archiving), but at employee's discretion.

CARRYING: Transporting an object usually holding it in the hands, arms or shoulders.

	Never	Rarely	Infrequently	Occasionally	Frequently	Constantly	Distance
5 lbs. or less		X----	-----X				Any Distance Walked/approx. 30 yds.
6 to 10 lbs.		X----	-----X				Any Distance Walked/approx. 30 yds.
10 – 20 lbs.		X					Up to 150 ft.
21 – 35 lbs.	X						
36 – 50 lbs.	X						
51 – 75 lbs.	X						
76 – 100 lbs.	X						

See Lifting Section for typical items carried.

PUSHING: To exert force on or against an object in order to move it away.

Rarely to Infrequently. Pushes to close file cabinet, drawer, or to place files in stack, or slide items on a surface. Nominal force up to 10 lbs.

PULLING: To draw towards oneself, in a particular direction or into a particular position.

Rarely to Infrequently. Pulls to open file cabinet, drawer, or to place files in stack, or slide items on a surface. Nominal force up to 10 lbs.

CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using hand and feet.

Rarely. Stepping up 3 standard-step to gain access to adjacent building will occur on breaks (restroom facilities) at some assignment locations, or use of step stool to hang posters at other assignment locations.

BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces.

Rarely, based on assignment location. Balances while standing on step ladder to hang posters, or access an upper shelf. Is generally, not required at other assignment locations to perform any specific essential job function.

STOOPING/BENDING: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.



20 Degrees- Rarely to Infrequently. Leaning forward to access items on the desk top, or in a safe (top) will occur primarily from a seated position. Leaning forward to fill box to purge or archive records will occur once a month, or less frequently.



45 Degrees- Rarely to Infrequently. Bending to 45 degrees will occur to access the lower shelf of a small safe when processing funds. This is generally performed from a seated position due to proximity of the safe.



90 Degrees- Not Required to perform any specific essential job function.

TWISTING/TURNING: Rotating the torso. This includes turning of upper and lower back, and hips.

Upper Torso - Rarely to Infrequently, 0 to 30 degrees. Upper torso twisting typically occurs from a seated position using a swivel task chair to access items placed on the desk top areas. Twisting is primarily discretionary, as the Sr. Account Clerk has discretion on how to manage work flow.

Lower Body - Not Required to perform any specific essential job function.

KNEELING: Bending legs at knees to come to rest on knee or knees.

Not Required to perform any specific essential job function.

CROUCHING/SQUATTING: Bending body downward and forward by bending legs and spine.

Not Required to perform any specific essential job function.

CRAWLING: Moving about on hands and knees or hands and feet

Not Required to perform any specific essential job function.

NECK POSITIONS:

Extension: (0 - 70 degrees): Rarely to Infrequently, to 50-60 degrees. Glances upward to view taller individuals, or view upper level storage, or hand posters (if applicable to assignment location).

Flexion: (0 - 80 degrees): Frequently, to 50 degrees. Glances downward to review documents, count money, and perform other routine job functions at desk top or any lower level surface.

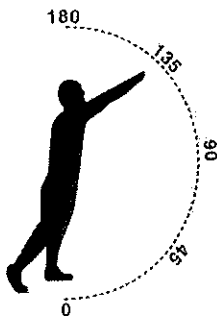
Left/Right Lateral Rotation: (0 - 45 degrees): Rarely to Occasionally, to 30 degrees. Glances left or right will occur to scan general areas where work is performed, and to access items on desk top or counter.

NECK POSITIONS (continued):

Left/Right Lateral Flexion: (0 – 45 degrees): Not Required to perform any specific essential job function.

REACHING: Extended hand(s) and arm (s) in any direction.

Forward Reaching: The Sr. Account Clerk reaches forward to access items on the desk top or other work surfaces, such as shelves, safe, etc. Forward reaching occurs routinely to the degrees and frequencies indicated:



135 to 180 Degrees - Rarely

90 to 135 Degrees - Rarely

45 to 90 Degrees - Occasionally to Frequently

Below 45 Degrees - Rarely

Abduction (Side reaching 0 - 180 Degrees): Not Required to perform any specific essential job function.

Horizontal Abduction (0 to 90 Degrees)/Adduction (0 to 45 Degrees): Horizontal Abduction - Occasionally, Horizontal Adduction - Infrequently. The Sr. Accounting Clerk will place or access items on the left or right side of the work surface generally based on personal preference, or the type of work function; such as placement of office supplies, files or documents, etc. Either horizontal abduction or adduction will occur as a unilateral or bilateral fluid movement.

HANDLING: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.

Occasionally to Frequently. Whole hand unilateral or bilateral actions occur routinely to organize materials, documents, cash/credit transactions, wrist (three-point pinch), access files (tip pinch), and to handle a variety of office supplies or bags used to carry money, guide a mouse, use a telephone, drive a vehicle (if applicable to assignment), and various other job functions. Hands movements will involve rapid movements and whole hand manipulation in conjunction with fingering (counting currency/coin) and wrist fluidity for a portion of the work day. Hook grasping (opening/closing file cabinet), spherical grasp (opening/closing door knobs-where applicable), and lateral grasping involving simple or power grasp will occur in the course of routine job functions.

FINGERING: Picking, pinching, touching, feeling or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Frequently to Constantly. Fingering actions occur to count/separate currency or documents, to use a mouse (click or scroll), and to perform keyboarding functions. All documents and functions involve recording data and information into a financial accounting data base, and the use of forms or reports. The Sr. Accounting Clerk's primary job responsibility is to maintain accurate and complete financial records related to the specific assignment area.

TALKING: Expressing or exchanging ideas by means of the spoken work.

Speaking clearly and concisely to be understood when explaining or communicating information regarding accounting or financial transactions, reports, or general department functions is required and critical to job performance. The Sr. Accounting Clerk will speak with a variety of individuals as a representative of the Department, or District in in-person dialogues, or telephonic. Based on the assignment, the Sr. Accounting Clerk must communicate procedures or information that is of a personal nature, or to gain the agreement and participation of other(s) requiring the proper use of words in a professional manner using excellent interpersonal skills.

HEARING: Perceiving the nature of sounds by ear.

Normal, near normal, or corrected to-hearing is required to communicate in-person, or using a telephone or communication device. Based on assignment location, identification of bells or warning signals may be necessary. Sound intensity is generally low to low-moderate - no hearing protection is worn.

SEEING:

Normal, near normal, or correction to- vision is required and critical to successful and accurate accounting methods and procedures. The Sr. Account Clerk must be able to read detailed accounting data, and transfer information from paper document to the computerized data base; accurately count, sort, and identify a variety of information. Visual near acuity (<20 inches), depth perception, and color identification is used routinely and consistently. Far acuity (>20 feet), field of vision, and accommodation is required in instances where moving materials, or going off-location is required as part of activities associated with the assignment location.

ENVIRONMENTAL CONDITION - EXPOSURE TO: (Checked items apply)

- Weather - 99% inside 1% outside
- Extreme Cold Extreme Heat Wet and/or Humid
- Noise intensity level - generally low
- Vibration
- Atmospheric Conditions - ambient
- Electrical Shock
- Work in High Exposed Places
- Radiation (i.e. X-ray) Explosives Toxic or Caustic Chemicals
- Proximity to Moving Mechanical Parts
- Other Environmental Conditions - Possible exposure to air-borne pathogens typical of a school or public setting.

PSYCHOLOGICAL FACTORS (Indicated as a percentage of overall job functions, unless where otherwise indicated):

1. **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:**

100% of job functions involve the ability to maintain attention and concentration of a necessary period of time; understand written and oral instructions, and to following general work requirements involving set procedures, methods, and standards. The Sr. Accounting Clerk utilizes various methods, such as manually counting, or using a currency/coin counter, and tracking receipts and expenditures according to standard accounting methods, but also within the procedures and guidelines of the Department. This is critical to job performance due to the nature and importance of the work.

2. **ABILITY TO PERFORM SIMPLE AND REPETITIVE TASKS:**

60% to 100% of job functions involve the ability to perform simple and repetitive tasks. Daily tasks that are routinely performed, such as answering routine questions, logging or tracking simple or daily functions, or making telephone calls are generally simple and repetitive. In addition, work procedures, locations where information or supplies are stored, or Department/site locations are routine in nature. The Sr. Accounting Clerk must be able to remember these simple and repetitive procedures or locations, and effectively respond or perform routine duties with accuracy and efficiency.

3. **THE ABILITY TO MAINTAIN A WORK PACE APPROPRIATE TO A GIVEN WORKLOAD:**

50 % to 80% of job functions involve performing duties within a specific time table or deadline, and regular attendance and punctuality is critical to successful job outcomes. The Sr. Accounting Clerk must meet a daily deadline for completing the processing of funds for deposit (pick up or delivery to bank), as well as required reporting, changes to payroll (if applicable to assignment) or other accounting documentation. The ability to work at a consistent pace complete a specified task within specific time or quality limits or criteria is critical to job performance.

4. **ABILITY TO PERFORM COMPLEX AND VARIED TASKS:**

40%, but up to 100% on occasional days, or as necessary. Typically, the Sr. Accounting Clerk handles conflicts with information/data, and resolves issues related to account coding, balancing of various accounts, payroll discrepancies, or other issues related to accounts receivable or accounts payable job functions. When these occur, or changes to laws/regulations, or complex reports are required, the percentage of job functions related to complex and varied tasks will increase. The timely resolution of issues/problems is necessary, and may include the ability to explain findings or complex matters to others with varying degrees of understanding of accounting procedures. However, overall the Sr. Accounting Clerk will analyze data, and coordinate information into proper accounts, accounting ledgers, and reports, and must be able to synthesize data to accurately cross-reference information. In all cases, the Sr. Accounting Clerk must be accurate, timely, and ensure adherence to reporting guidelines and deadlines; complete the proper documentation for compliance with Federal and State funding sources, or other required reporting entities.

5. **ABILITY TO RELATE TO OTHER PEOPLE BEYOND GIVING AND RECEIVING INSTRUCTIONS:**

50% of jobs task require the ability to building and develop relationships to get along with others in a positive and professional manner. This involves in-person or telephonic interactions with co-workers, supervisors, other staff members, vendors/contractors, students, parents, and the general public. The Sr. Accounting Clerk has the responsibility to handle accounts receivable and accounts payable, including student or parent accounts, as well as

those with other Departments, or outside vendors/businesses. In order to perform job tasks effectively the Sr. Accounting Clerk must be able to understand and work with others, and respond appropriately. This requires the ability to not only understand the subject matter thoroughly, but understand the recipients issue and to be able to explain accounting issues or resolutions in a manner that garners compliance or participation. Based on assignment location, the Sr. Accounting Clerk will interface with other routinely, but also on a case by case basis. In all situations the expectation for use of tact and consideration of others is important.

6. ABILITY TO INFLUENCE PEOPLE:

50% of job tasks involve providing information directly to individuals regarding various subject matters. Based on assignment, the Sr. Accounting Clerk will work with student aids, or the general student-campus population, and proper language and appropriate use of words is important. In other situations, or assignment areas, the Sr. Accounting Clerk will work primarily with vendors, other Department or District staff personnel to coordinate funds, and account information, or to obtain substitute staff during incidental absences. In all cases, the Sr. Accounting Clerk must be able to utilize a proper approach to the person or parties, and discuss accounting or other business related issues in a non-threatening manner to influence a positive and effective outcome.

7. ABILITY TO MAKE GENERALIZATIONS, EVALUATIONS, OR DECISIONS WITHOUT IMMEDIATE SUPERVISION:

80% to 100% of job functions require the ability to make generalizations, evaluations, and decisions within the scope of authority and responsibility without immediate supervision. The Sr. Accounting Clerk must be able to recognize errors or hazards, and follow appropriate precautions, especially with regard to funds, and security of financial information. In addition, the ability to evaluate and to assimilate various information or data into usable and proper information; i.e. special funds, purchase order requirements, or other specific requirements of various accounts or entities. The Sr. Accounting Clerk must be able to make decisions and judgments that are accurate and in keeping with good accounting procedures, and applicable regulations. In addition, the Sr. Accounting Clerk must be able to make realistic goals for self-management of time to complete job duties as required on a daily basis, as well as to complete necessary reports/documentation according to strict or established guidelines without supervisor assistance or intervention.

8 ABILITY TO ACCEPT AND CARRY OUT RESPONSIBILITY FOR DIRECTION, CONTROL, AND PLANNING:

30% of job duties require the ability to make plans independently of others, or to provide instruction/training to others, and to make necessary and timely adjustments to work flow, based on variable conditions or unanticipated changes. When accounting procedures or handling processes change or are undated that involve other sites or workers within the District, the Sr. Accounting Clerk will assist in briefing Departments in staff or campus meetings, and will continually provide guidance or assistance to achieve understanding and compliance. This will typically occur at the beginning or end of a school year, but could occur at any time. Based on assignment location, the Sr. Accounting Clerk will maintain a list of eligible substitute workers for Nutrition Services for all campuses, and when regular employee are absent call to fill these positions. This requires the ability to understand terms of employment (hours available to work or other employment designations), and make appropriate decisions regarding with whom and when to fill an absence.