

TEMPLE CITY UNIFIED SCHOOL DISTRICT

ACCOUNT CLERK II

SUMMARY:

The Account Clerk II performs complex and responsible clerical accounting work involved in keeping and reviewing financial records. The incumbents are expected to be able to independently solve a variety of problems related to their assigned position.

Incumbents in this classification may be assigned positions throughout the District whose major area of focus may be one or more of the following:

- Cafeteria accounting
- Student body accounting
- Attendance accounting
- Revolving cash accounting.
- Accounts Payable and Receivable

DEGREE OF SUPERVISION:

The Account Clerk II may be under general supervision by a department director, department supervisor or school site administrator.

Evaluations will be performed on a timeline in accordance with the collective bargaining agreement. Evaluations will be made by the manager/administrator of the department or site.

DUTIES AND TASKS:

(All duties and tasks are essential functions unless noted with an S)

1. Perform accounting tasks related to a variety of funds
 - A. General Accounting
 - 1) Prepares receipts for funds and frequently banks miscellaneous monies;
 - 2) Processes journal entries for District ledgers;
 - 3) Prepares income and abatement reports;
 - 4) Audits, prepares, and releases payments for various accounts;
 - 5) Coordinates invoicing for facility usage;
 - 6) Prepares and maintains attendance and enrollment reports; (S)
 - 7) Assists in compiling county and state reports and billings; and
 - 8) Assists the District auditor in preparation of the annual audit report.
 - B. Revolving Cash Fund
 - 1) Audits all claims for reimbursement by District employees and issues advance payments from the Revolving Cash Fund;
 - 2) Reconciles the Revolving Cash Fund and prepares the necessary reports; and

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<ul style="list-style-type: none">3) Balances the Fund with the General Fund and maintains the proper revolving account balance.	
C. Food Services	<ul style="list-style-type: none">1) Processes Free and Reduced lunch applications;2) Prepares reports to reconcile bank accounts daily;3) Calculates the Federal and State claims for the National School Lunch Program, and submits reports for reimbursement;4) Maintains cafeteria accounts;5) Calculates cafeteria profit and loss statements and maintains appropriate journals; and6) Prepares trial balances and recapitulations from records maintained;
D. Student Body Funds	<ul style="list-style-type: none">1) Manages student sales in the activities office;2) Maintains athletic insurance records;3) Organizes ticket sales; and4) Performs other accounting work involving student funds and payment.5) Work closely with ASB, Student Council - students and teachers.
2. Clerical Duties	<ul style="list-style-type: none">A. Types warrants, memos, letters, purchase orders and other items as needed;B. Uses computer system to transmit, receive and/or compile financial data and reports; andC. Contacts vendors and outside agencies;D. Answers the telephone. (S)
3. Other duties as assigned.	
KNOWLEDGE, SKILLS, AND ABILITIES:	
1. Working Knowledge of:	<ul style="list-style-type: none">A. Computer programs used for word processing, accounting, Information Systems and data processing;B. Bookkeeping principles, practices and terminology in financial record keeping.C. Modern office methods, practices and procedures; andD. District and departmental practices and procedures related to the assignment.
2. Skills	<ul style="list-style-type: none">A. Operate a variety of office machines such as but not limited to fax and copier;B. Type at a net corrected speed of 30 words per minute; andC. Make calculations with speed and accuracy.
3. Abilities	<ul style="list-style-type: none">A. Work independently under general supervision;B. Prepare accurate financial summaries and reports;

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- C. Total and balance ledgers, bank statements and statistical data;
- D. Understand and carry out oral and written instructions; and
- E. Maintain cooperative relationships with those contacted in the course of work.

QUALIFICATIONS:

1. Education and Experience

- A. Equivalent to the completion of the twelfth grade;
- B. Coursework in bookkeeping or financial record keeping;
- C. Two years of fiscal record keeping experience;
- D. College level education in a job-related field may be substituted for the required experience on a year-to-year basis.

CAREER LADDER OPPORTUNITIES:

To advance to the position of Account Clerk III, incumbents need to:

- Take college level coursework in Business Administration, Public Administration or related fields;
- Gain at least three years of experience in preparing and maintaining financial records;
- Increase typing speed to 40 words per minute; and
- Have advanced computer skills with Excel.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** perform repetitive motion related to keyboard entry or typing; operated office equipment; work at a table or desk for extended periods; see for the purpose of reading; hear and understand at normal levels; communicate so that others can clearly understand normal conversation; reach in all directions.

The employee may be **frequently required to:** bend, twist, stoop or kneel, stand and or walk around for extended periods of time.

The employee may **occasionally be required to** lift or carry objects up to **thirty (30)** pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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essential functions.

While performing the duties of this job, the incumbent **regularly** works in an indoor office environment with frequent interruptions and normal levels of ambient noise.

SALARY RANGE 22