

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### **ACCOUNT CLERK III**

##### **Definition**

Under general supervision, to perform complex accounting work involved in maintaining and reviewing financial and statistical records; to compile, prepare and check statistical and account reports; and to perform related duties as required.

##### **Responsible to**

Financial Accountant or Assistant Superintendent, Educational Services

##### **Examples of Duties:**

1. Independently maintains a complete set of financial records, such as budget ledgers, insurance records, payroll records or food service accounts.
2. Responds to inquiries dealing with payroll records.
3. Operates bookkeeping machine and EDP terminal.
4. Contacts other agencies, districts, schools and District employees to discuss financial records and transactions and payroll records.
5. May operate county computer terminal and personal computers with use of word processing and spread sheets.
6. Codes invoices for account classifications.
7. Posts and maintains books for District programs, and/or work sites including accounts receivable, invoice audit, accounts payable and payroll preparation.
8. Prepares financial, payroll and statistical reports for District, state and federal requirements.
9. Researches, gathers, assembles and analyzes information in preparation for numerous local, state and federal reports.
10. May assist in preparation of Classified and/or Certificated payroll.
11. Independently prepares complex financial reports that require the computation of data from a variety of records and sources related to an assigned function.

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12. May maintain District inventory and warehouse records, including receiving and filling orders for distribution of goods to sites.
13. Maintains accounts payable and accounts receivable records, including revolving cash accounts, travel expense, long-term lease agreements, fringe benefits, contracted services, etc.
14. May coordinate and supervise the work of department staff.
15. Maintains a variety of files and records related to assigned function, including worker's compensation, insurance, use of school facilities and capital inventory.
16. May assist in maintaining District student attendance accounting, including government reports.
17. May assist in maintaining transportation reports.
18. Assists in gathering information for budget preparation.
19. May provide follow-up on worker's compensation claims.
20. Checks and corrects irregularities in invoices.
21. Performs other duties as may be assigned.

### **Qualifications Guide**

#### **Knowledge of:**

1. Principles and practices of bookkeeping and financial record keeping at the full-charge level.
2. Organization, collection, storage and utilization of financial data.
3. Rules and regulations pertaining to assigned area.

#### **Ability to:**

1. Operate computer terminal, bookkeeping machines and other financial office machines.
2. Operate word processing software and spread sheet software.
3. Compile and prepare complex financial reports.

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4. Perform complex record keeping clerical work independently.
5. Analyze, interpret and prepare summaries of financial statements and reports.
6. Coordinate the work of others.
7. Understand, carry out and give oral and written instructions.
8. Maintain cooperative relationships with those contacted in the course of work.
9. Type proficiently.

#### **Training and Experience**

Two years of increasingly responsible experience in the maintenance of financial or statistical records; equivalent to the completion of twelfth grade, supplemented by college course work in accounting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: April, 1981  
Job Description Revised: July 16, 1990  
Job Description Revised: November 19, 1990