

qathet School District
Class Specification
ACCOUNTING CLERK 2 (11:02)



DESCRIPTION

Under the direction of the Director of Finance the Accounting Clerk II prepares and maintains a variety of financial records. This work involves complex accounting duties. This position requires the ability to interact positively with personnel from the School District and/or outside agencies.

Work in this classification is subject to occasional review by a supervisor.

DUTIES AND RESPONSIBILITIES

- Performs any or all functions within the accounting department
- Prepares records required to facilitate the preparation/distribution of financial reports
- Maintains a current knowledge of Acts, agreements and other items which may have accounting implications
- Prepares complex accounting entries
- Prepares or assists supervisor in the preparation of various returns, analyses, financial statements, and annual reports
- Produces, maintains and files correspondence and other related information as required
- Answers telephone, relays messages, handles inquiries, as required
- Acts as liaison with other departments
- Performs other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position

EQUIPMENT USED

- Office machines, i.e., computer, copy machines, Fax, typewriter, electronic mail, calculator, etc.

QUALIFICATIONS AND EXPERIENCE

- High School graduation
- Completion of a Level II of either the CGA or CMA program or completion of two years' college/university business program
- Understanding and application of computers to management information systems with an emphasis in accounting
- Good communication/organizational skills
- Ability to:
 - interact positively with others
 - maintain sustained attention to detail
 - make arithmetical calculation with speed and accuracy
 - prepare complex accounting statements and reports
- Three years current accounting experience which includes accounting, general accepted accounting principles, and internal control systems

DIRECTION OF OTHERS

- May give instructions and directions to other employees as required.

DESIRABLE TRAINING AND EXPERIENCE

- Level III CGA or CMA program
- Knowledge of School District accounting guidelines

Revision Date: September 19, 1996.