

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision – performs responsible, varied, and specialized accounts payable, payroll, student attendance (A.D.A.), and related financial and statistical records work; regularly operates calculators and similar equipment; compiles, prepares, and checks statistical and account reports; and performs related duties as required.

Representative Duties

In accounts payable: receives, audits, and processes invoices and assembles and matches purchase order, receiving, and other supporting documents for major District accounts, including general, special, or similar project funds; prepares warrant requests for typing and submission to County for approval; codes invoices for account classifications; assists in compiling, checking, and typing budget documents, financial reports, and related materials.

In payroll: organizes, prepares, and maintains all payroll record information for classified and certificated personnel, including full-time, part-time, and overtime; prepares payroll input data for County data processing and receives County print-outs; checks print-outs and advises County of amendments, changes, or corrections; receives proper forms from administrators, supervisors, and individuals authorizing employment or termination, change of status, tax and insurance deductions, leaves, and overtime; maintains central records on attendance, leaves, and deductions; distributes payroll warrants and W-2 forms; answers payroll and insurance questions.

Organizational Responsibilities

Positions in this Class are located in the District Accounting Office, report to the Chief Accountant or similar supervisor, and are responsible for assigned desks and tasks of approximately equal responsibility. Positions are expected to learn new systems, procedures, and equipment, be trained to backstop other desks and to maintain close communications and cooperative working relationships with schools, District offices, and other operating or office personnel.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Graduation from high school, including or supplemented by courses in typing, bookkeeping, and office procedures; and

Three years of increasingly responsible experience in office clerical work involving account, financial, or statistical maintenance.

Equivalencies: one year of post-graduate training in bookkeeping or accounting, may substitute for one year of the required experience, to a maximum of two years. Two years of California school district experience in payroll or accounts payable may substitute for the three years of required general experience.

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Knowledges and Abilities

Good knowledge of: basic mathematical, ledger, statistical, and record-keeping procedures; filing and office clerical activities; English, grammar, spelling, vocabulary, and bookkeeping and purchasing terms; account records and procedures; basic bookkeeping and financial and statistical record-keeping procedures; operation of calculators and similar office equipment., safe working methods and procedures.

Familiarity with: school district organization.

Ability to: make arithmetic calculations, do filing, and post and check statistical records rapidly and accurately; comprehend and follow general and technical written and oral instructions, policies, and procedures; work and communicate effectively with District, school, office staff, and the public.

Skills

Typing: 35 wpm

Calculator and adding machine: standard arithmetic functions rapidly.