

MONTEREY COUNTY OFFICE OF EDUCATION

ACCOUNT CLERK I ADMINISTRATION and BUSINESS

CLASSIFICATION: Classified
SALARY LEVEL: 33.5

DEFINITION

Under direct supervision, performs routine clerical accounting duties primarily involving the maintenance of financial or statistical records.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Account Clerk I class are assigned work which is routine and repetitive, which has established procedures and guidelines and which receives direct supervision; incumbents may be assigned duties involving either school district audit functions or internal County Superintendent of Schools functions.

SUPERVISOR

Supervisor III, Payroll

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Gathers, assembles, tabulates, checks and files financial and statistical data; keeps routine financial records and processes routine documents, including purchase requisitions, involved in financial transactions; makes arithmetical calculations; makes and verifies extensions; keeps routine ledger accounts, balancing such accounts, checking and correcting irregularities; assists in preparing financial and statistical reports of records and accounts maintained; operates various office machines including typewriter, calculator, computer terminal or personal computer; may verify accuracy of incoming and outgoing financial and statistical data; may receive money and maintain records of receipts and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

OTHER DUTIES

Answers section telephones; performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach over-head; physical mobility sufficient to move about the work environment (office, district, from school site-to-site) and drive an automobile; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and

interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- High school graduation or equivalent

Knowledge of

- Office methods, practices and procedures
- Willingness to perform routine and repetitive work to completion

Ability to:

- Type at a speed of 35 words per minute from clear copy
- Maintain accurate and neat records and reports
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing
- Understand and follow both oral and written instructions and to communicate effectively
- Use micro-computer for information processing
- Perform simple mathematical calculations
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties
- Learn and apply pertinent laws, rules and regulations
- Compare names and numbers rapidly and accurately