

MONTEREY COUNTY OFFICE OF EDUCATION

ACCOUNT CLERK III ADMINISTRATION and BUSINESS

CLASSIFICATION: Classified
SALARY LEVEL: 36.5

DEFINITION

Under general supervision, performs responsible clerical accounting duties of average difficulty in the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Account Clerk III is an experienced level. Incumbents are expected to solve problems without assistance, although unusual problems may be referred to the supervisor; positions are assigned specific functions such as payables, report preparation or auditing and incumbents are expected to be a re-source in the area or areas of assignment; incumbents may be assigned duties involving school district audit functions and/or internal County Superintendent of Schools functions and complies with Monterey County Office of Education Board Policies and Administrative Regulations..

SUPERVISOR

Supervisor III or Supervisor II

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

GENERAL

ESSENTIAL DUTIES

Balances accounts with County Auditor or County Treasurer's Office; performs a variety of accounting clerical duties related to maintenance of departmental accounting records; balances accounts; assists in departmental/school budget computations; maintains purchase order records; prepares status reports, resolves problems and answers questions; may operate a computer terminal or personal computer in the performance of assigned duties.

OTHER DUTIES

Notifies accounting department when transfer of funds is necessary; posts to budget accounts; performs other job-related tasks as required.

ACCOUNTS PAYABLE AUDIT

ESSENTIAL DUTIES

Performs internal and/or external audits; contacts district and/or internal staff or vendors to examine and clarify discrepancies; receives, reviews, audits and processes disbursements of school districts to insure that they are legitimate, properly classified and sufficiently documented; verifies signatures and sorts materials by school district or program; prepares warrant vouchers, charging designated account classifications; researches

lost, cancelled or unpaid warrants; adjusts variances or disagreements with vendors; addresses routine problems and answers questions in assigned area(s), referring exceptions to supervisor.

OTHER DUTIES

May type warrants; may answer section telephones; performs other job-related tasks as required

PAYROLL AUDIT

ESSENTIAL DUTIES

Audit and process district payroll documents; verify new employment status changes, termination and related information for accuracy of salary computations, credentials, retirement and date of employment; address routine problems and answer questions in assigned areas; audit new payroll information including resignations, retro-pay, leaves and differentials; audit payroll deductions, maintain control records; interface with COE retirement, garnishment, credentials, and payroll staff to ensure exchange of information; verify and process stop payments, duplicate and void/replacement warrants.

OTHER DUTIES

Performs other job-related tasks as required

RETIREMENT / PAYROLL

ESSENTIAL DUTIES

Receives and audits payroll retirement transmittals; checks accuracy of labor codes, pay rates and earnings; performs payroll and retirement service functions for school district or internal departments; verifies balances of earnings and deductions of earnings; balances monthly retirement reports; certifies whether employees qualify for retirement system membership.

OTHER DUTIES

Performs other job-related tasks as required

ACCOUNTS RECEIVABLE

ESSENTIAL DUTIES

Performs deposits and verifies cash receipts received from school districts or internal departments; receives cash, warrants and checks from revenue sources, individuals, school districts and other entities; prepares cash deposits, crediting proper funds and accounts; forwards deposit with deposit receipt/affidavit to appropriate accounting area for deposit with County Treasurer; addresses routine problems and questions in assigned area(s), referring exceptions to supervisor.

OTHER DUTIES

Properly endorses all checks and warrants; performs other job-related tasks as required.

DATA FLOW

ESSENTIAL DUTIES

Distributes financial documentation to school districts or internal departments; receives warrants, separates by district and releases to designated authorized district personnel; controls records distribution including receiving, separating and redistributing; maintains log book of incoming and outgoing records.

OTHER DUTIES

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 (including typewriter, computer, calculator); 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 overhead; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; 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

- o Formal or informal education equivalent to completion of the twelfth grade, supplemented by high school or college courses in bookkeeping/accounting
- o One year of recent experience in keeping or reviewing financial or statistical records

Knowledge of

- o Office practices and procedures
- o Application of pertinent laws, rules and regulations

Ability to:

- o Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- o Maintain accurate and neat records and reports
- o Interact with and maintain cooperative relationships with all levels of staff and the public
- o Communicate effectively in the English language both orally and in writing
- o Understand and follow both oral and written instructions and to communicate effectively
- o Use micro-computer for information processing
- o Operate standard business office machines including a calculator and typewriter
- o Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties
- o Type at a speed of 35 words per minute from clear copy

Revised August 12, 1997