

MONTEREY COUNTY OFFICE OF EDUCATION

ACCOUNT CLERK IV ADMINISTRATION and BUSINESS

CLASSIFICATION: Classified
SALARY LEVEL: 38.0

DEFINITION

Under general direction, performs complex and responsible clerical or accounting duties in the assigned area of responsibility.

SUPERVISOR

Supervisor III

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.

DISTINGUISHING CHARACTERISTICS

Duties involve the application of bookkeeping principles and skills, organization of information and in the keeping of specialized accounts/information where transactions recorded are variable and subject to irregularities in method of disposition. Procedures are generally established and are regulated by law and administrative requirements. Incumbents are expected to be a primary resource in the area of assignment.

Incumbents are expected to identify those problems which require attention from supervisory personnel and to use good judgment in applying accounting or administrative procedures to remaining problems.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Compiles, checks and tabulates budgetary estimates and allotments; prepares financial and statistical reports and statements; prepares and maintains logs, records and statistical data in the area of assignment; interprets and applies appropriate rules and regulations; monitors legal documents for compliance with State and local law; coordinates with data processing in establishing controls; answers questions regarding financial rules and regulations and accounting procedures, account balances and related matters; reconciles bank statements; may coordinate and assemble material necessary for development of budgets; may prepare, type or sign warrants; may process records and accounts; may operate a computer terminal or personal computer in the performance of assigned duties; may be responsible for a specific function or area of assignment and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

OTHER DUTIES

Makes deposits; performs other job-related tasks as required.

In addition to the above general examples of duties, specific programs may require specialized duties as follows:

Accounting/Bookkeeping

Prepares, compiles and records financial transactions; audits and reconciles ledgers and warrants; audits and distributes receipts and revenues to proper accounts; establishes and maintains subsidiary ledgers; maintains control accounts; balances accounts and makes trial balances; prepares profit and loss statements; prepares program financial reports; prepares detail listings and balances by classification.

ACCOUNT CLERK IV

Accounts Payable Audit

Receives, reviews, audits and processes invoices of M.C.O.E and assigned school districts and matches to accumulated purchase orders; verifies signatures and sorts materials by school district and program; resolves discrepancies by contacting vendors or originating programs; may type bill warrants; researches lost, cancelled or unpaid warrants; adjusts variances or disagreements with vendors; resolves problems and answers questions; prepares use tax reports; may answer section telephones.

Payroll

Receives, audits and inputs payroll for small school districts; audits payroll transactions for school districts and resolves discrepancies; reviews, balances and prepares Federal and State tax reports and makes necessary deposits; receives and processes garnishments; balances and audits W-2's and 1099's; responsible for balancing and posting of payroll clearing accounts; reviews, balances and prepares State Unemployment reports.

Employee Benefits

Receives and processes census lists and assessment forms for M.C.O.E and forwards to medical JPA; answers questions regarding employee benefits; coordinates the "Return to Work" program; contacts JPA benefit administrators and medical personnel regarding employee benefits; coordinates with the Personnel Department relating to leaves of absence and employee benefits; responsible for the M.C.O.E. 125 Plan and balances the bank account.

Head Start

Prepares and processes vendor contracts and monitors payment; prepares and processes annual lease agreements; collects and maintains program in-kind contributions database; maintains current records and inventories including supplies and equipment; verifies claimable meals by reviewing supporting documentation; develops and processes meal reimbursement claims for the Child Care Food Program (CCFP); develops and maintains audit records with all appropriate supporting documents; submits timely annual reports as required by the Administration for Children and Families; attends meetings and trainings as required and conducts trainings for Head Start personnel; complies with all federal regulations from the Department of Health and Human Services and Administration for Children and Families, the Child Care Food Program, the Monterey County Head Start policies and procedures, Title 22 and other applicable State and Federal regulations.

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, 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, 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) and drive an auto-mobile; 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

- Any combination of education and experience equivalent to high school graduation supplemented by college level coursework in accounting or related field AND
- Two (2) years of experience

Knowledge of

- General ledger accounting to make journal and adjusting entries

ACCOUNT CLERK IV

- Accounting procedures as they relate to various Federal, State, local and school district policies and regulations
- Preparation of financial statements
- Analysis, use and interpretation of accounting and financial data, methods, practices, procedures and terminology used in bookkeeping and financial recordkeeping, including computer printouts

Ability to:

- Operate standard office machines including computer, typewriter and calculator with speed and accuracy
- Type at a speed of 35 words per minute from clear copy
- Read and interpret complex and technical reports, Federal and State laws, code requirements and procedures manuals
- Add, subtract, multiply, divide and calculate percentages
- Determine steps or procedures to be used in a process
- Establish and maintain financial and accounting records
- Reconcile bank accounts
- Compile information for general journal entries
- Interpret and apply pertinent laws, rules and regulations
- Perform responsible accounting clerical work using independent judgment and initiative
- Maintain records and prepare reports and summaries
- Answer questions regarding financial and accounting procedures and related matters

DESIRABLE QUALIFICATIONS

Ability to:

- File invoices and financial reports and checks requests alphabetically, numerically, chronologically and by subject
- Structure and use time effectively
- Post data and make arithmetical calculations rapidly and accurately
- Compare names and numbers rapidly and accurately
- Willingness to perform routine and repetitive work to completion
- Attend meetings, conferences, classes and inservice training