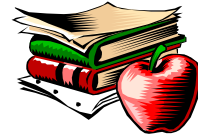




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Account Clerk II/Banking Clerk

Created 4/12

DEFINITION

Under the supervision of the Business Manager, performs accounting duties of above average difficulty involved in the maintenance of the District's financial and statistical records, and other related duties as required. Performs a variety of general duties involving the receiving, counting, checking and reconciling of moneys and records; and other duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Account Clerk II

- Perform financial record keeping operations related to one or more of the moderately complex elements of the District's accounting activities. E
- Maintain accounts payable and/or receivable records. E
- Review and verify material in connection with the paying of District's bills through computer system. E
- Make verifications in accordance with established procedures. E
- Prepare checks. E
- Prepare correspondence to vendors concerning the status of accounts. E
- Prepare financial statements and reports as assigned.
- Operate typewriter, computer, calculators and other office equipment. E
- Respond to inquiries from District staff regarding reimbursements and requests for information, and other matters. E
- Receive, sort, match and file invoices and purchase orders in preparation for payment. E
- Gather, assemble, tabulate, check and file financial and statistical data for reports. E
- Make arithmetic calculations and check various statistical and accounting records and reports. E
- File payments, examine vendor reports, and make corrections as required. E
- Prepare, process, and fax purchase orders. E
- Maintain scholarship records, collect scholarship verification and prepare scholarship payments, prepares correspondence to scholarship donors and responds to scholarship inquiries from students, schools and scholarship donors. E
- Perform other duties as assigned.

Banking Clerk

- Collects and receipts money for various funds from school sites throughout the district. E
- Follow up on checks that have been returned to the District for non-sufficient funds. E
- Prepare bank deposits. E
- Operate a variety of office machines and coin counting equipment. E
- Initiate and receive telephone calls and makes contact with appropriate school officials. E
- Keep accurate records and writes reports as directed. E
- Keep updated records of the different site funds. E
- Provide information to the ASB and/or other site staff regarding specific funds as required. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year experience in the maintenance of financial or statistical records

One year of general accounting clerical experience desired

Experience in banking desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Basic accounting practices and procedures.
- Methods and practices of financial record-keeping.
- Office practices and procedures including basic functions of computer operations, scheduling and job flow.
- General office procedures and office machines (computer, fax machine, copier, and calculator).
- Basic banking procedures and requirements.
- Record keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Data entry techniques.

Ability to

1. Perform accounting clerical work.
2. Make mathematical computations with speed and accuracy.
3. Maintain and prepare accurate reports.
4. Operate office machines.
5. Type with speed and accuracy.
6. Understand and follow oral and written instructions.
7. Adjust to the work duties.
8. Enter data in computer quickly and accurately.
9. Compile, review, verify, and record account fund data and generate reports.
10. Count Money with speed and accuracy.
11. Communicate effectively with supervisor, employees, and the general public.
12. Meet schedules and time lines.
13. Work cooperatively with others and use good judgment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor office environment.
- Public contact.

Physical Demands

- Clarity of vision at varying distances to read, review, enter data, and assure accuracy of records and forms.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Sitting or standing for extended periods of time.
- Occasional bending.
- Pushing, moving, and lifting objects with a strength factor of light work.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Reaching overhead, above the shoulders and horizontally, to reach and place materials in certain areas.