

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** *Account Clerk I*  
**WORK YEAR:** *260-Day*

**JOB DESCRIPTION:** Under the general supervision of the Director of Fiscal Services and Accounting Supervisor, performs accounting clerical duties, maintains financial records, performs financial procedures related to the purchasing and/or payment of instructional and operational supplies for the District. Performs related duties as assigned.

**ESSENTIAL JOB TASKS:**

1. Gather, assemble, tabulate, check and file financial and statistical data.
2. May audit invoices and other financial documents by checking or verifying extensions and comparing with purchase orders.
3. May batch materials for data processing and assist in clearing exceptions.
4. Type and operate office machines, including computers and calculators..
5. May prepare warrant requests for typing and submission to the county for approval.
6. May code invoices/purchase orders as necessary for proper account classification.
7. May review requisitions for completeness, accuracy and proper account coding.
8. May prepare and encumber purchase orders.
9. May assist principal in purchasing procedure, price comparisons and catalog research.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. **Knowledge of:**
  - \* Basic accounting principles and practices.
  - \* Operation of various office equipment such as a typewriter, calculator and computer.
  - \* District accounting practices and systems.
  - \* School district accounting systems, requirements and procedures.
2. **Ability to:**
  - \* Type at least 40 words per minute.
  - \* Operate a calculator and other office machines.
  - \* Operate electronic online data terminal.
  - \* Keep financial and statistical records.
  - \* Perform clerical work with accuracy and speed.

- \* Carry out oral and written instructions.
  - \* Work positively and cooperatively with staff.
  - \* Function under pressure and time constraints.
  - \* Work independently in the absence of a supervisor.
  - \* Prepare reports on financial records.
  - \* Identify and solve procedural problems.
  - \* Learn and implement new procedures as required.
3. High School diploma or equivalent.
  4. At least two years of financial record keeping is desired.
  5. Possession of a valid California Driver's License.

**SALARY:**                    ***Placement on the CSEA Salary Schedule, Range H***

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

**Board Approved: February 15, 2011**