

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: ACCOUNT CLERK II

RANGE: 16

A. PRIMARY FUNCTION

Under general supervision, to receive, properly classify and deposit monies in local bank account; to transmit monies received to County Office for deposit to various district funds; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Receive and code all miscellaneous district income, deposit same in bank, and prepare all associated reports.
2. Count and tabulate cafeteria monies daily.
3. Assist Bookkeeper in checking and preparing invoices and balancing funds with County Office records.
4. Type forms, lists, correspondence, reports, etc.
5. Gather, assemble and tabulate financial and statistical data.
6. Process documents pertaining to financial transactions.
7. Review applications for changes in fees.
8. Order and distribute tickets for programs.

C. QUALIFICATIONS

1. Knowledge of:
 - a. General bookkeeping procedures.
 - b. Modern office methods, practices, procedures and office equipment usage.
2. Ability to:
 - a. Type/keyboard at a rate of 40 words per minute from clear copy containing numerical and tabular data.
 - b. Operate modern office equipment required to perform job efficiently and effectively in a safe manner.
 - c. Follow oral and written instructions.
 - d. Complete assigned work without immediate supervision.
 - e. Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
 - f. Use a computer to perform clerical and bookkeeping tasks and to maintain records.
 - g. Use correct English usage, spelling, grammar and punctuation.
 - h. Post data and make mathematical calculations with speed and accuracy.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

REVISED: 01/01/95