

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**ACCOUNT CLERK**

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**Purpose Statement:**

The job of Account Clerk is done for the purpose/s of performing a variety of financial activities that require accurately processing, recording and/or updating fiscal information in accordance with established financial practices.

This job reports to Director, Fiscal Services or Designee

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**Essential Functions**

- Informs personnel and vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Prepares written materials (e.g. standardized reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of fiscal information for the purpose of updating information and/or ensuring compliance with accounting requirements.
- Reconciles cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: district procedures and state and federal regulations; reconciles account balances; maintains inventory of office supplies; and accounting/bookkeeping principles.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; establishing effective working relationships; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High School diploma or equivalent.

**Required Testing**

As required for position

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit II 39