

Job Title: ACCOUNTING CLERK V - Budget and Accounting

Definition:

Under the general supervision of the Assistant Superintendent of Business Services and direct supervision of the Director of Budget and Finance, performs a variety of complex analysis, budget, and accounting functions.

Distinguishing Characteristics:

This classification is distinguished from others in this series in that the incumbent assists with the development, and analysis and adjustment of the District's budget including but not limited to Special Education, Early Childhood Education, Child Nutrition Services and grants.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Analyze budget and expenditures for required adjustments.
2. Responsible for preparation and input general ledger entries for transfers between funds and/or major objects.
3. Responsible for rollup and balancing liability accounts to include voluntary deductions.
4. Responsible for budget adjustments to adjust contra and reserve accounts.
5. Responsible for all site and department budget and expenditure transfers between funds and or major objects.
6. Responsible for preparation of board agenda items for budget adjustments and budget and expenditure transfers between funds and/or major objects to include reports for LACOE approval.
7. Chart of account maintenance.
8. Assist with analysis required in the budget development, interim reporting and year end closing process.
9. Responsible for Resource Worksheet to assist departments with year-end closing of resources.
10. Responsible for input of year end closing entries including but not limited to carry-over, deferred revenue, indirect costs, and direct cost entries.
11. Analyze and monitor site and department budgets and prepare and process transfers to correct invalid budget and expenditure activity and to move funds to where needed.
12. Generate and distribute budget reports as needed to assist sites and departments in monitoring their budgets.
13. Responsible for Sales & Use tax reporting.
14. Assume all position control clerk functions in the absence of the incumbent in that position.
15. Assist with 1099 reporting requirements.
16. Responsible for collecting SARC information required for district and other agency requirements.
17. Performs other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Proper accounting procedures
- Operations of a computer, appropriate software and ten-key calculator by touch
- Modern office methods
- Correct grammar, spelling, punctuation and vocabulary
- Business correspondence
- Various office machines

Skill and Ability to:

- Perform difficult and complex mathematical calculations with speed and accuracy
- Prepare and maintain complete financial records and reports
- Extensive experience with excel and database management programs
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Keyboard neatly and accurately at least 35 wpm on a five-minute test
- Use of computer terminals and related software
- Work rapidly in high volume situations
- Work in a positive, cooperative mode with fellow workers, departments and supervisor
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional classes in accounting, and office procedures. Accounting degree preferred. At least five years of accounting experience in positions of increasing responsibility. School district experience preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 37

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve		X	
Make Decisions		X	
Supervise	X		
Interpret Data		X	
Organize		X	
Write	X		
Plan	X		
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		