

**Job Title: ACCOUNT CLERK IV**

**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 budget, accounting and record keeping functions.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent assists with the development of the District's budget.

**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 expenditure transfers for validity and availability of funds and/or resources.
2. Analyze budget adjustments for balance of entry.
3. Prepare and input general ledger account offsetting entries for transfers between funds and/or major objects.
4. Prepare necessary budget adjustments to adjust contra and reserve accounts.
5. Budget input of all site and department budget and expenditure transfers between funds and or major objects.
6. Prepare Board agenda for budget adjustments and budget and expenditure transfers between funds and/or major objects.
7. Budgetary costing for salary and benefit costs for the determination of additional budget amounts needed or for determination of amounts not available for transfer.
8. Prepare and process budget revision summary reports for LACOE approval.
9. Determine validity of new account strings.
10. Chart of account maintenance.
11. Budget development and input.
12. Analyze and line end-of-year carry-over amounts for various resources.
13. 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.
14. Assist all sites and departments with budgetary information and analysis.
15. Generate and distribute system reports as needed to assist sites and departments in monitoring their budgets.
16. Assume all position control clerk functions in the absence of the incumbent in that position.
17. Receive and distribute daily jet mail.
18. Additional budget input as needed.
19. Performs other related duties as assigned.

**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

**Job Title: ACCOUNT CLERK IV**

- Correct grammar, spelling, punctuation and vocabulary
- Business correspondence
- Various office machines
- Spreadsheet applications and database management

**Skill and Ability to:**

- Perform difficult and complex mathematical calculations with speed and accuracy
- Prepare and maintain complete financial records and reports
- 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 three 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 35

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5-3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Sitting			X
Standing	X		
Walking	X		
Bending (neck)	X		

**Job Title: ACCOUNT CLERK IV**

Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	<b>Lifting</b>			<b>Carrying</b>		
	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		

<b>Mental Demands:</b>	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

<b>Equipment Use:</b>	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		