



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**Account Clerk II**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION**

Manage accounts payable, fixed assets and student body funds

**DIRECTLY RESPONSIBLE TO**

Accounting Supervisor

**IMMEDIATE SUBORDINATES**

None

**DUTIES AND RESPONSIBILITIES**

- Performs a variety of financial duties
- Prepare, issue and mail warrants from both purchase orders and pay vouchers by verifying invoices and documents to ensure that laws and procedures are met
- Data entry into the district accounting system
- Assembles data backup for both the county office and board meetings
- Corresponds with vendors
- Maintains vendor files
- Answers inquiries from vendors and other departments on all accounts payable information
- Reports and pays use tax to the State Board of Equalization
- Processes, records, and tracks fixed asset information
- Audits student body funds quarterly and assists school sites with student body accounting issues
- Maintains system of archiving, digitizing, and storing business related records
- Perform other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- General clerical, office and accounting practices and procedures
- Methods, practices, and terminology used in California school district financial/statistical work

**Ability to:**

- Make mathematical computations rapidly and accurately
- Understand and carry out oral and written directions
- Prepare accurate monthly reports/statements
- Operate a variety of office machines, equipment, and software
- Work under multiple and sometimes competing deadlines
- Establish and maintain collaborative working relationships with peers
- Type at a corrected speed of 40 wpm
- Provide own transportation and proof of insurance.
- Represent and support the District in conversation with the public.

- Display initiative, dependability, courtesy, good judgment and ability to work cooperatively with others

Education and Experience:

- Minimum of AA degree in accounting or business related field or any equivalent combination of training and/or experience may be supplemented for degree
- Minimum of two years general accounting experience

Physical Abilities:

- Vision to inspect variety of financial or statistical records
- Hearing and speaking to communicate and exchange information with district staff and the public
- Sitting for extended periods of time
- Bending, kneeling, and reaching to retrieve and file records and pick up miscellaneous packages
- Dexterity of hands and fingers to file and operate office equipment.
- Must be able to lift 25 pounds and be mobile

WORKING ENVIRONMENT

- Office environment, subject to interruptions
- School sites

SALARY AND WORK INFORMATION

Classified Salary Schedule: Account Clerk II

Work Year: 261 Days, twelve (12) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.