



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**Account Clerk III**  
**Revised 7/11**

**DEFINITION**

Under the supervision of the Business Manager, performs accounting duties of above average difficulty involved in the maintenance of the District's financial and statistical records, and other related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Performs financial record keeping operations related to one or more of the moderately complex elements of the District's accounting activities. E
- Extend and enter requisitions. E
- Issues purchase orders to cover the requisitions. E
- Break down billings and charges to proper accounts. E
- Prepare revolving cash fund checks. E
- Prepare correspondence to vendors concerning accounts. E
- Issues district credit cards. E
- Operate typewriter, computer, calculators and other office equipment. E
- Respond to inquiries from District staff regarding reimbursements and requests for information and other matters. E
- Receive, sort, match and file invoices and purchase orders in preparation for payment. E
- Gather, assemble, tabulate, check and file financial and statistical data for reports, including Excel spreadsheets. E
- Make arithmetic calculations and check various statistical and accounting records and reports. E
- File payments, examine vendor reports, and make corrections as required. E
- Receive money and receipt in deposit, cash boxes (prepare balance), warehouse inventory and records, order supplies, 1099 forms, W-9 forms to vendors, make copies of invoices for vendors, complete all the processes with each vendor assigned and transcripts. E
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education**

High School Diploma or equivalent

**Experience**

Two years of accounting experience desired

**Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

- Basic accounting and procedures.
- Methods and practices of financial record-keeping.
- Office practices and procedures including basic functions of computer operations, scheduling and job flow.
- General office procedures and office machines (computer, fax machine, copier, and calculator).
- Bookkeeping methods and terminology.

- California Education Code and District directives, procedures and policies.
- Computer software programs such as MS Excel, MS Word, etc.

#### **Ability to**

1. Perform accounting clerical work.
2. Make mathematical computations with speed and accuracy.
3. Prepare accurate financial reports.
4. Operate office machines.
5. Type with speed and accuracy.
6. Understand and follow oral and written instructions.
7. Communicate effectively with District employees and the general public.
8. Adjust to the work duties.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

#### **Environment**

- Indoor office environment.

#### **Physical Demands**

- Clarity of vision at varying distances to read, review, and assure accuracy of financial statements and reports
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Sitting for extended periods of time.
- Occasional bending.
- Pushing, moving, and lifting objects with a strength factor of light work.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.