



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



Account Clerk I
Revised 7/11

DEFINITION

Under the supervision of the Business Manager, performs accounting duties of 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 various District's accounting activities. E
- Input payments and relevant information into computer system. E
- File all checks, receipts, and other information. E
- Operate a variety of office equipment including a computer, fax machine, copier, and calculator.
- Respond to inquiries from District staff regarding reimbursements and requests for information and other matters. E
- Make arithmetic calculations and check various statistical and accounting records and reports. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year of clerical experience involving financial or statistical data 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 procedures.
- Methods and practices of financial record-keeping.
- Data entry devices care and use.
- General office procedures and office machines (computer, fax machine, copier, and calculator).

Ability to

1. Perform accounting clerical work.
2. Perform 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.
- Reaching overhead, above the shoulders and horizontally to file and reach for documents.