

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Account Clerk, Business Services

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Chief Business Officer

RANGE: 260

WORK YEAR: 12 Months

CLASS: Fiscal

BOARD APPROVAL: 4/19/18

BOARD REVISION:

PRIMARY FUNCTION: Under the direction of the Chief Business Officer or Superintendent or designee, to assist in the performance of financial record keeping and clerical accounting duties in the support of specialized functions in the Business Services department ; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an efficiently run and fiscally responsible organization whose budget adequately supports the District's mission, vision and goals to improve student learning.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- May assist in filing and organizing files
- May assist in receiving, logging and stamping incoming checks, verifies accuracy as assigned for retiree benefit and billing and forwards to appropriate technician
- Performs data entry and retrieves financial documents as assigned
- Performs customers service duties related to area of assignment
- Performs a variety of general office support functions including typing, composing correspondence, proofreading, data entry and record keeping.
- Assist in the interface with third party providers regarding employee and retiree benefits which may include monthly upload and downloads of benefit changes
- Assists with preparation of COBRA materials
- Maintains spreadsheets for retiree benefit billing and health care monitoring and monitors retiree benefit accounts
- Scans appropriate documents into electronic files
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Supplemental courses in bookkeeping and accounting preferred.
- One year of experience as a bookkeeper, account clerk, accountant or equivalent OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Methods and practices of financial record-keeping, including bookkeeping procedures.
- Computerized accounting systems software and spreadsheet applications.
- Education codes, laws, and District policies and procedures related to ASB funds.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.

ABILITY TO*:

- Understand and enforce sound accounting practices.
- Perform financial record-keeping and bookkeeping work.
- Perform mathematical calculations with accuracy.
- Operate a computer, typewriter, and standard office equipment.
- Demonstrate proficiency in keyboarding and typing.
- Operate computerized accounting systems software and spreadsheet applications.
- Type and enter data at a speed necessary for successful job performance
- Compile and maintain accurate records and reports.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and work as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:**PHYSICAL DEMANDS (With or without the use of aids)*:**

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments.