

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: ACCOUNT CLERK I

BASIC FUNCTION:

Perform routine clerical accounting duties in the maintenance of assigned accounting records at a District office or school site.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised. Account Clerk II incumbents are assigned specialized accounting duties with responsibility for an assigned set of accounts in one or more specific accounting functions. Incumbents in the Account Clerk III classification perform specialized and complex duties in areas requiring more analyses and accountability and may lead other accounting clerical personnel.

REPRESENTATIVE DUTIES:

- Assemble, match, sort, tabulate, check and input a variety of financial and statistical data.
- Maintain statistical records and process a variety of documents involved in financial transactions.
- Learn and apply District procedures and policies.
- Post, balance and adjust accounts; review for accuracy and completeness.
- Operate standard office equipment including a computer terminal, calculator and typewriter to enter and manipulate data.
- Assemble financial and statistical data for various reports from clearly indicated sources.
- Maintain various records, reports, documents and files as directed; distribute reports as assigned.
- Assist other accounting clerical personnel in the maintenance of more complex accounts.
- Check arithmetic calculations on financial records and documents; verify extensions, proper coding and account numbers.
- Answer telephone; take and relay messages or transfer calls to appropriate personnel; provide routine information.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and other office equipment.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Perform routine clerical accounting duties in the maintenance of assigned accounting records.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records and compile data from clearly indicated sources.
- Operate standard office equipment such as a typewriter, calculator, computer terminal, personal computer and microcomputers to enter and manipulate data.
- Learn and apply office policies, rules and practices.
- Understand and follow oral and written directions.
- Prepare data processing input documents rapidly and accurately.
- Meet schedules and time lines.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.