



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



**Account Clerk II**  
**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**

1. Perform financial record keeping operations related to one or more of the moderately complex elements of the District's accounting activities. E
2. Maintain accounts payable and/or receivable records. E
3. Review and verify material in connection with the paying of District's bills through computer system. E
4. Make verifications in accordance with established procedures. E
5. Prepare checks. E
6. Prepare correspondence to vendors concerning the status of accounts. E
7. Prepare financial statements and reports as assigned.
8. Operate typewriter, computer, calculators and other office equipment. E
9. Respond to inquiries from District staff regarding reimbursements and requests for information, and other matters. E
10. Receive, sort, match and file invoices and purchase orders in preparation for payment. E
11. Gather, assemble, tabulate, check and file financial and statistical data for reports. E
12. Make arithmetic calculations and check various statistical and accounting records and reports. E
13. File payments, examine vendor reports, and make corrections as required. E
14. Prepare, process, and fax purchase orders. E
15. Maintain scholarship records, collect scholarship verification and prepare scholarship payments, prepares correspondence to scholarship donors and responds to scholarship inquiries from students, schools and scholarship donors. E
16. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education**

High School Diploma or equivalent

**Experience**

One year experience in the maintenance of financial or statistical records

**Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

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

**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**

1. Indoor office environment.

### **Physical Demands**

1. Clarity of vision at varying distances to read, review and assure accuracy of financial statements and reports.
2. Dexterity of hands and fingers to operate a variety of standard office equipment.
3. Sitting for extended periods of time.
4. Occasional bending
5. Pushing, moving, and lifting objects with a strength factor of light work.
6. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
7. Reaching overhead, above the shoulders, and horizontally to file and reach for documents.