Martinez Unified School District
Classified Job Description

Account Clerk I
9.5 months/Year

**Definition**
Under general supervision, perform clerical work of average difficulty primarily involving the maintenance of financial or statistical records of financial or statistical records and to do related work as required.

**Distinguishing Characteristics**
- Post, add, compute/recompute, compare and file financial data or statistical information;
- Solve routine or repetitive problems without assistance and reference unusual or unique problems to a supervisor; and
- Perform a variety of general clerical duties assigned which require the exercise of some initiative and a general understanding of the rules, policies and procedures of the department.

**Example of Duties**
- Gathers, assembles, tabulates, checks and files financial and statistical data;
- Keeps simple financial records and processes documents involved in financial transactions;
- Makes arithmetical calculations;
- Makes and verifies extensions;
- Types purchase orders, requisitions and reports;
- Answers telephone calls;
- Receives, computes and posts stores requisitions;
- Checks invoices against purchase orders;
- Checks and compute payroll time sheets;
- Keeps simple ledger accounts, balancing such accounts and checking and correcting irregularities;
- Receives money and maintains records of receipts;
- Maintains inventories; and
- May operate various office machines, including typewriters, computers, duplicators, adding machines, calculators, and bookkeeping machines.

**Desirable Qualifications**

*Knowledge of:*
- Methods and practices of financial record keeping, and
- Office methods and procedures.

*Ability to:*
- Learn account codes;
- Perform general clerical work and make arithmetical calculations with speed and accuracy;
- Operate office appliances such as adding, calculating and bookkeeping machines;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with those contacted in the course of work; and
- **Type at a net corrected speed of 30 words per minute** from clear copy containing a large percentage of numerical or tabular data.

**Experience**
One year of experience in financial record keeping work

**Education**
Equivalent to the completion of the twelfth grade