

### **Account Clerk III**

*Classified Position - 7163*

<u>Salary</u> Category 1 per Salary Schedule	<u>Days</u> TBA	<u>Reports to:</u> Director of Business & Finance
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#### SCOPE OF RESPONSIBILITIES

Ensures accuracy through established controls and/or accounting records for receipts and/or disbursements; performs a variety of complex clerical, bookkeeping and accounting work, applying established procedures to the preparations and maintenance of expenditure documents, accounting and other records, and prepares financial, statistical and/or other technical reports

#### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Prepares, processes, and/or posts to a ledger or journal any or all of the following transactions as related to specific assignments: requisitions, vouchers, receipts, disbursements, correspondence, and related operating or management records
2. Prepares, processes, and/or audits required internal and external reports or documents relative to specific assignments to include any or all of the following: revenue, disbursements, control of expenditures, financial statements, balance sheets, and any other needed documents or supplemental functions
3. Practices acceptable communication skills for daily transacting of information through telephone conversations, personal contacts and mailings with all office and outside sources
4. Files and maintains records and/or reports pertinent to accounting and bookkeeping or technical operations
5. Audits and proofs accounting, bookkeeping, revenue, or other reports for clerical accuracy and conformance to stated procedures
6. Charts assignments and posts operations progress or other reports and makes monthly summary or recaps of such reports as needed
7. Prepares necessary documents for archives according to written procedures for storage of financial records
8. Performs general office duties such as typing, data entry on terminals, copying, answering phones, making deliveries, etc. to maintain smooth operation of the office
9. Maintains regular and predictable attendance
10. Adheres to the professional code of ethics
11. Successfully utilizes technology as appropriate in job function
12. Performs other duties as assigned by the designated supervisor.

#### KNOWLEDGE AND ABILITIES

##### KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Operation of a computer terminal and data entry techniques
- Software applications used by the District, including word processing and spreadsheets
- Financial and statistical record-keeping techniques
- Basic budget monitoring and control
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications to relieve the Director of routine administrative and clerical details
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Compose independently or from oral instructions letters, memos, bulletins or other material
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Report to work punctually

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years successful experience in accounting or bookkeeping
3. Typing skills (40 wpm)
4. Proficient in use of a calculator and other office machines
5. Knowledge of mathematical functions to perform accurate computations