

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ACCOUNT CLERK III

DEFINITION: Under supervision of the Assistant Superintendent for Business Services performs clerical and accounting functions related to accounts payable and performs related work as assigned.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Maintain complex accounting records related to the processing of purchase orders for payment.
- Follow-up with site personnel on receipt of goods.
- Prepare sales and fuel tax returns.
- Participate in the year-end closing of accounts and setting up of accruals.
- Prepare periodic statistical reports.
- Verify payment at vendor request.
- Work with vendors to resolve billing errors.
- Compute early payment discounts.
- Responsible for handling and distribution of all bill warrants.
- Work closely with site staff personnel to monitor the status of open/outstanding purchase orders.
- Other duties as assigned.

REQUIREMENTS:

- Ability to use a computer.
- Ability to operate a calculator.

QUALIFICATIONS:

Knowledge of:

- Accounting principles, procedures, and terminology and their application to a variety of accounting transactions.
- Modern office practices and procedures

Ability to:

- Read and interpret federal, state, county, and district regulations.
- Make mathematical calculations with speed and accuracy.
- Learn data processing procedures and their applications to accounting functions.
- Establish and maintain effective working relationships with staff and public.
- Operate office machines.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience that would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade with special studies in accounting, office machines, and financial procedures.

POSITION TITLE: ACCOUNT CLERK III, Continued

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion.
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.