

ORANGE UNIFIED SCHOOL DISTRICT

FISCAL SERVICES CLERK

DEFINITION

Under general supervision – performs responsible, varied, and specialized accounting, clerical and administrative work in support of the Business Services Division, providing support for Accounting, Budget and Risk Management areas; regularly operates calculators, computers and other similar equipment; compiles, prepares, and checks statistical and account reports; and performs related duties as required.

Representative Duties

- Provides customer service, receives and greets visitors at a counter, explains routine information and interprets facts and policies to other employees and the public
- Examines, compares and reconciles fiscal data generated by automated financial, accounting, disbursement or benefit system(s)
- Prepares and reviews documents, transactions, deposits, bank statements; examines and verifies billing and invoice transactions, payments
- Compiles and summarizes data
- Generates and distribute monthly budget, position control reports and other material
- Maintains databases as needed and enters information on the District's business/personnel system or other related web-based systems
- Posts budget, accounting and other records
- Maintains various types of office records and files
- Scans and organizes documents
- Regular and some specialized typing, filing, copying and other clerical duties
- Sorts and distributes mail, maintains log sheets, takes and transmits messages
- Performs other duties in support of the Business Services Division

Organizational Responsibilities

Positions in this Class are located in the District Business Services Division, report to the Director, Accounting & Risk Management or similar supervisor. Positions are expected to learn new systems, procedures, and equipment, be trained to backstop other desks and to maintain close communications and cooperative working relationships with schools, District offices, and other operating or office personnel.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Graduation from high school, supplemented by courses in typing, bookkeeping, and office procedures; and three years of increasingly responsible experience in office clerical work involving account, financial, or statistical maintenance.

Equivalencies: One year of post-graduate training in bookkeeping or accounting, may substitute for one year of the required experience, to a maximum of two years. Two

years of California school district experience in accounting, budgeting or other closely related field may substitute for the three years of required general experience.

Knowledge and Ability

Knowledge of: Basic mathematical, ledger, statistical, and record-keeping procedures; filing and office clerical activities; English, grammar, spelling, punctuation, vocabulary, including accounting, budget and risk management terms; account records, basic bookkeeping, financial and statistical record-keeping procedures; operation of calculators and similar office equipment; human relationships in working and communicating with others; safe working methods and procedures.

Familiarity with: School district organization

Ability to: Make arithmetic calculations, do filing, and post and check statistical records rapidly and accurately; comprehend and follow general and technical written and oral instructions, policies, and procedures; work, cooperate and communicate effectively with District, school, office staff, and the public.

Skills

Typing: 35 wpm

Proficiency in use of calculator, adding machine, computer systems including general ledger/budget and spreadsheet and word processing software

Licenses

A valid California Motor Vehicle Operator's License

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Light Work

Positions in this class perform work which is primarily sedentary.

Mobility

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required; Positions in this class may need to walk and stand for periods of time.

Vision

Positions in this class require vision (which may be corrected) to read small print; accurate perceiving of sound; dexterity required in working with business machines, materials and objects.

Other Conditions

Incumbents of positions in this class may be required to use a personal vehicle in the course of employment. Incumbents may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; Incumbents may be required to work at a video display terminal for prolonged periods.