

---

**REDDING SCHOOL DISTRICT  
JOB DESCRIPTION**

---

**ACCOUNT CLERK III**

---

**DEFINITION OF POSITION**

Under the supervision of the Chief Business Official or the Director of Food Services, performs routine, difficult accounting and clerical duties in preparation and maintenance of District accounting records, purchasing functions, payroll and other related clerical work. This position is part of the classified bargaining unit.

**EXAMPLES OF DUTIES** – Important duties may include, but are not limited to, the following:

1. Prepare items such as purchase orders (computerized) and vendor payments, invoices, and tax statements; assign account codes, vendor identification and purchase order numbers;
2. Audit claims for payment;
3. Prepare and distribute checks and warrants;
4. Post to and work with ledger accounts;
5. Gather, assemble, tabulate, check, file and maintain financial and statistical data;
6. Maintain records and files; prepare transaction documents, forms and statistical reports;
7. Prepare Certificated and Classified supplemental payroll;
8. Record absences, sick leave and vacation leave;
9. Prepare regular and special reports and statements through the use of spreadsheets;
10. Prepare summary reports of a complex nature requiring examination of supporting documents for accuracy and completeness;
11. Prepare annual Federal and State reports;
12. Assist other business services departments as needed;
13. Perform other related duties as assigned which are reasonably related to the above.

**QUALIFICATIONS**

1. Knowledge of fiscal practices and procedures;
2. Knowledge of financial record keeping principles and procedures;
3. Knowledge of school district accounting;
4. Understand office practices, procedures and techniques.
5. Ability to perform a variety of routine, difficult clerical and record keeping work requiring exercise of judgment and knowledge of subject;
6. Operate modern office equipment;
7. Effectively use computer hardware and software applicable to assignment;
8. Communicate clearly and concisely, both orally and in writing;
9. Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS** - The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

1. Persons performing service in this position will exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
2. This type of work involves sitting, walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

**EXPERIENCE**

At least four years of increasingly responsible work in financial or statistical record keeping;  
Previous work in a school district setting.

**EDUCATION**

Graduation from high school or equivalent

**REQUIRED LICENSES/CERTIFICATES**

None

**Account Clerk III**

**Salary Range: L**

BOARD APPROVED: February 21, 2012