



# Deer Valley Unified School District

## JOB DESCRIPTION

JOB TITLE: **Accounting Clerk II (Community Education)**

JOB CODE: **3-3020**

Position Type: <b>Classified</b>	Department: <b>Community Education</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Manager (Community Education)</b>
Salary Range: <b>Range 20</b>	
Term of Employment: <b>12 months</b>	Date: <b>May 21, 2013</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Obtains financial data for use in maintaining accounting records and maintain supplies by performing the following duties.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Gathers, assembles, tabulates and verifies facility rental agreements, community education approval forms and accompanying documentation
- Orders, receives and distributes supplies as needed.
- Computes, prepares and maintains school facility rental agreements.
- Prepare records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Prepares invoices, account statements, reports and other records.
- Conducts money transfers from district to schools for facility rentals.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Computes and records charges, refunds, cost of lost or damaged goods, rentals, and similar items.
- Collects money, makes deposits and post for all community education programs using Active network.
- Assists in data collection and report preparation for community education programs.
- Types vouchers, invoices, account statements, reports, and other records.

- Reconciles bank statements.
- Prepare records, maintains and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Point person and maintains departments Active network.
- Communicates with facility renters, school & district staff regarding invoices, payments or solutions to problems.
- Attends staff meetings as required.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- One year certificate from college or technical school.
- Three to six months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*