

## **BRENTWOOD UNION SCHOOL DISTRICT**

**Job Title:** Senior Account Clerk  
**Reports to:** Accounting Supervisor

**Primary Functions:** A classified position under the direction of the Accounting Supervisor, performs a variety of clerical and accounting functions related to financial, statistical and payroll accounting operations of the district.

**Performance Responsibilities (as related to the following accounting areas: Accounts Payable, Accounts Receivable, Purchasing, Payroll, Warehouse, and Food Services):**

- Follow the appropriate procedures and requirements as related to the accounting area.
- Collect, assemble, tabulate, process and check financial and statistical data.
- Perform arithmetical computations as required.
- Perform data entry on the computer as required.
- Compile reports, statements, letters, memoranda and other correspondence.
- Maintain accurate records, files, reports and supporting documentation.
- Provide information to the Accounting Supervisor for various reports for administration, county, state and federal agencies.
- Assist the Accounting Supervisor in assembling information for financial statements and for the annual budget.
- Audit and reconcile records.
- Provide projections as requested for special reports.
- Perform all other duties as assigned

**Desirable Qualifications**

Knowledge of: Purposes, methods and practices of financial recordkeeping; bookkeeping methods and terminology; operation of all modern office equipment; modern office methods and procedures, including filing systems, letter and report writing.

**Abilities:**

Function independently; utilize good judgment in following administrative and legal procedures while performing assigned tasks; learn and interpret relevant laws, rules and guidelines associated with assigned functions; type at a speed of 40 WPM; effectively communicate in oral and written forms; develop and maintain effective working relationships with others.

**ADA Requirement:** Must have the ability to sit, stand, walk, lift objects weighing approximately 10 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.

**Experience:**

Any combination of experience and education which provide the required knowledge and ability in areas of clerical, financial record keeping, payroll or related fields.

**Education:**

Graduation from high school supplemented by course work in appropriate fields.