

**LEAD ACCOUNT CLERK****DEFINITION**

Under general supervision, to perform specialized accounting and budget control clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; to perform difficult and technical accounting and budget control clerical functions; and to do other related work as required.

**EXAMPLES OF DUTIES**

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

Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and filing accounting and fiscally related information and data.

Performs complex and technical fiscal record management operations related to one or more specialized accounting and budget control clerical functions.

Assists in the revision, formulation, and implementation of accounting and budget control record management systems and procedures.

Audits, posts, balances, and verifies accounting and budget control records.

Prepares or assists in the preparation of trial balances and financial statements.

Establishes, posts, and maintains journals, ledgers, and a variety of other accounting and fiscal records.

Prepares and verifies the accuracy and completeness of financial files, records, and reports.

Prepares accounting and budget control record analyses.

Operates micro-computers and a variety of business office machines and equipment.

Works with a computer-based accounting and budget control system.

Prepares accounting and budget control system input data and analyzes, verifies, and reconciles output reports.

Makes complex arithmetical calculations and verifies computations.

May assist in the development of budget preparation materials, including the projection of revenue and expenditure data.

May perform lead functions within a specialized accounting and budget control record management system, and may provide technical evaluation to the next level of supervision.

May interpret and provide information regarding routine legal mandates, policies, regulations, and operational guidelines regarding fund accounting and expenditure control to District personnel.

May provide technical accounting and budget control information to County, State, and Federal agencies.

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## **LEAD ACCOUNT CLERK**

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### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Methods, practices, and procedures of educational and governmental agency accounting and budget control record management.

Operation of manual and computer-assisted accounting and budget control record management systems.

Modern office practices, procedures, and techniques.

Organization and planning methods, trends, techniques, and practices.

#### Ability to:

Perform complex and technical accounting and budget control clerical functions.

Prepare, review, and analyze accounting and budget control files, records, summaries, and reports.

Perform double entry bookkeeping and elementary accounting.

Lead and advise accounting and budget control clerical personnel.

Make complex arithmetical calculations and verify the results.

Effectively and efficiently operate micro-computers, computer terminals and other office machines and equipment.

Type at a net corrected speed of 40 net words per minute.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge skills is qualifying. At typical way to obtain the knowledge and skills would be:

#### Experience:

Three years of highly responsible experience in accounting, or budget control record management and reporting, including one year in a lead or specialized capacity.

#### Training:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in elementary accounting, bookkeeping, business office organization and planning, or closely related fields.