

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

ACCOUNT CLERK

Under general supervision, performs basic clerical accounting work; reviews, analyzes and processes school district payroll and other transmittal records and related documents; performs clerical accounting functions involving records maintenance; performs other basic financial and accounting transactions as required.

DUTIES AND RESPONSIBILITIES:

The statements listed below reflect the general duties performed within the position description although the incumbent will most likely specialize in a specific functional area.

Reviews, audits and processes payroll documents including verification of employment, status change, termination and related information for accuracy; audits and calculates payroll adjustments; assists with the preparation of various reports pertaining to retirement, SDI, Federal, State and Local taxes; processes membership and retirement documents; issues and processes checks; works closely with school district payroll or accounting personnel in resolving problems and discrepancies; maintains financial records and processes documents involved in financial transactions; assists with preparation of financial and statistical reports; receives and posts payments and transfers; operates office machines; types forms, reports and correspondence; processes and distributes documents and summarizes data and information as required; prepares certificated and classified monthly payrolls for small school districts; performs other duties as assigned requiring essentially the same effort, skill and responsibilities as needed.

MINIMUM QUALIFICATIONS:

Education: High School or equivalent.

Knowledge of: Modern office methods, equipment and procedures; principles, practices and procedures used in financial and statistical clerical work; principles and techniques applied in the operation of computer equipment and peripherals; standard English usage, spelling, grammar and punctuation; safe work practices.

Ability to: and
Learn and apply pertinent laws, rules and regulations related to schools Accounting; and public retirement systems; post data and perform arithmetical computations accurately; operate standard business office machines including typewriter, computer and calculator, and a variety of other office equipment; follows procedures prescribed by manuals, office directives and supervisors; work cooperatively and effectively with those contacted during the course of work.

071399 – Labor Grade 6, Salary Range 34 –ACCOUNT CLERK

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