

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

***** PERMANENT DISTRICT EMPLOYEES ONLY *****

Job #259

March 15, 2019

ACCOUNT CLERK, SENIOR
Salary \$4,061.00 - \$4,954.00 per month (Range 257)

EXAMPLES OF DUTIES

Assembles, transfers, tabulates, calculates, verifies, and files accounting and financial data. Processes documents involved in accounting and/or payroll transactions. Makes moderately difficult mathematical calculations and verifies computations. Works with computer based accounting and/or payroll systems to prepare input data and use output reports. Posts to subsidiary and general ledgers. Prepares trial balances and financial statements. Maintains journals and ledgers of financial transactions, posts and balances, checks invoices, extensions, additions, discounts and account classification. Prepares various financial and statistical reports and statements. Provides object codes and account numbers upon request. Inputs appropriation transfers upon receipt of authorization. Files and maintains files of documents, reports, and records for accounting and/or payroll. Prepares historical files for storage in warehouse. Prepares warrants for payment. Makes monthly reconciliations. Maintains cash receipts and disbursements. Assist other employees in payroll preparation, tax reporting, and record keeping. Processes documents and information pertaining to payroll time posting, and absence tracking.

MINIMUM QUALIFICATIONS

Knowledge of:

Accounting and bookkeeping principles and practices including double entry bookkeeping; procedures pertaining to payroll accounting and fiscal related record management systems; safe work practices; modern office practices and procedures, particularly as they apply to financial record keeping; procedures and terminology of financial transactions and record keeping; data entry devices and uses; computerized accounting systems, personal computers and keyboard; computer software applications including spreadsheets and the Los Angeles County Office of Education Accounting System.

Ability to:

Perform complex accounting and payroll clerical work involving independent judgment, with accuracy and speed; make arithmetical computations quickly and accurately; prepare financial and statistical reports; understand and follow oral and written directions; prepare, monitor and maintain assigned accounts and reports, train and provide direction to others; meet schedules and timelines; communicate effectively in person, in writing, or by phone on accounting procedures and processes; operate office machines including calculator by touch and computer terminal; type a minimum of 40 words per minute on a computer; and establish and maintain cooperative working relationships with others.

Experience:

At least two years of increasingly responsible experience in financial, accounting, statistical record keeping or payroll. Experience in a public agency is desirable.

Education:

Proof of High School Diploma. Completion of at least twelve semester units of college level courses in accounting, payroll, business or related field is desirable.

WORK YEAR/BENEFITS

This is a **12 month, 8 hour per day position** in the **FISCAL SERVICES DEPARTMENT**. The hours are **8:00 a.m. – 4:30 p.m.** Person selected will receive full benefits.

APPLICATION PROCEDURE

Please apply via EdJoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1150342>. The deadline for submitting an application is **MARCH 22, 2019 by 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

ACCOUNT CLERK, SENIOR

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Standing, sitting, walking level surface, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands; lift 1-25 lbs., carry/push 1-25 lbs.; may be as high as 40 lbs., color vision, near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting procedures, calculate, perform routing mathematical process, memorize and recall objects, people, analyze problems and generate alternatives.

Environmental Demands:

Office, environmental, irregular hours.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p style="text-align: center;">Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p style="text-align: center;">Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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