



Cambrian School District
Job Description

Account Clerk III

DEFINITION

To perform responsible accounting clerical work involving the maintenance and processing of financial or statistical records and to perform advanced accounting technical work in the preparation and maintenance of the District Payroll and Benefits.

Supervision

General supervision is provided by the Controller and administrative management.

Essential Duties:

This position description is no intended to be an exhaustive list of all duties, knowledge, or abilities. It is intended to accurately reflect the principal job elements.

- Participate in the preparation of accounts payable and accounts receivable as well as control and account verification of a centralized accounting system.
- Perform a variety of complex accounting technical duties involved in the process of the District payroll, preparation of accounts payable and accounts receivable, and purchase orders.
- Open and close accounts, receive and process payments.
- Audit invoices against purchase orders, research discrepancies, approve for payment and post to the proper account, keeping a running balance of encumbrances to the funds in each of the accounts.
- Research and answer department questions regarding the status of accounts and payments, the proper coding of transactions and other matters.
- Insure timely and accurate posting and maintenance of payroll related employee data including insurance, leave, deferred compensation and other employee benefit data.
- Process retirement forms, unemployment insurance reports, and TSA forms for vendors and County.
- Calculate and process summer school payroll, manual warrants, salary changes, terminations, resignations, direct deposits, transfers, longevity pay, retroactive pay, earnings, tax adjustments and severance pay for all employee classifications.
- Prepare, establish and maintain current and accurate records and databases related to compensation and benefits; establish, update and terminate enrollments for new hires, current employees, retirees and COBRA participants; process, calculate and confirm authorized changes including salaries, deductions, adjustments, increases, insurance, leaves, and contractual negotiations.
- Respond in a professional and confidential manner to inquiries from employees regarding earnings, deductions, benefits; assist in filing proper retirement forms.
- Monitor and calculate employee sick leave, leaves of absence, and vacation time payroll records; adjust payroll records due to annual accruals and usage; maintain accurate payroll records with up to date information; adjust payroll earnings due to over usage of leave and vacation time allocated.
- Receive and review timesheets and timecards for completeness and accuracy; process timesheets and ensure accuracy of pay rates.
- Coordinates and processes the benefits open enrollment and the day-to-day administration of all benefit program elements. Ensures employees are properly oriented, questions are answered, document are processed on a timely basis, bills are processed, and required reports are completed.
- Assist in the year-end closing process and annual audit process.

- Processes and distribute payroll, W2's, open enrollment benefit information, Workers' Compensation claims, COBRA, 403B, 457 Accounts and Section 125, insurance benefits, and other related items.
- Attend all trainings, workshops and meetings as they relate to this position.
- Other related duties as assigned.

Qualifications

Knowledge of:

Appropriate laws, rules, and regulations related to payroll and benefit administration;
Methods and practices used in financial and statistical work;
Financial and statistical record-keeping techniques;
Modern office practices, procedures and equipment;
Operation of computer and assigned software including;
EXCEL and QCC;
Data control procedures and data entry operations;
Employee benefit packages and insurance programs;
Oral and written communication skills; and
Interpersonal skills including tact, patience and courtesy.

Ability to:

Perform responsible accounting clerical work requiring use of independent judgement and initiative;
Read, interpret and explain laws, rules, regulations and memoranda of understandings;
Prepare accurate financial and statistical reports and maintain records;
Communicate clearly and concisely; and
Make mathematical calculations with speed and accuracy.

Education and Experience

Graduation from high school supplemented by college-level course work in accounting or related field.
Two years of increasingly responsible experience in the maintenance of financial, fiscal and other statistical records, preferably related to the processing or maintenance of payroll and benefit data.

Terms of Employment

Salary and work year to be according to the current schedule; Range (44)

Physical Demands:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. The employee must be able to maintain an appropriate personal demeanor during periods of heightened stress. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Evaluation

Performance of this job will be evaluated in accordance with District policies and procedures existing in the contract between Cambrian School District and the California School Employees Association, Local 641.