

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: ACCOUNT CLERK I**

**DEFINITION:** Under the supervision of the Principal or designee, maintains ASB records and accounts and performs services pertaining to student body funds.

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

- Maintain student store - responsible for selling school supplies, purchase orders, special orders, checking invoices against purchase orders, collecting monies, writing receipts, and handling bank deposits
- Compute sales and keep book balanced
- Issue student body cards, yearbooks, caps and gowns, and handle various other student transactions
- Write checks for student clubs; post and balance all student body accounts
- Provide monthly balance sheet for all student body accounts
- Use a computer for record keeping
- Sell tickets for ASB events
- Tally and deposit money from student body events
- Other duties as assigned

**REQUIREMENTS:**

- Ability to use computers
- Operate a calculator

**QUALIFICATIONS:**

**Knowledge of:**

- Basic methods of accounting
- Modern office methods and procedures

**Ability to:**

- Learn basic bookkeeping methods
- Perform mathematical calculations with speed and accuracy
- Operate office machines
- Learn district policies, rules and regulations
- Prepare and maintain accurate and complete reports
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with staff and public

**EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade with additional experience in accounting

**POSITION TITLE: ACCOUNT CLERK I, Continued**

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

**WORKING CONDITIONS:**

Office working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures