

TRINITY COUNTY OFFICE OF EDUCATION

POSITION: INTERNAL/EXTERNAL BUSINESS CLERK I, II

SALARY: Classified Salary Schedule – Range I, J

REPORTS TO: Chief Business Official

APPLICANTS MUST BE ABLE TO PASS A PHYSICAL ASSESSMENT. IN COMPLIANCE WITH A.B. 1610, THE TRINITY COUNTY OFFICE OF EDUCATION CANNOT EMPLOY YOU UNTIL YOU HAVE RECEIVED CLEARANCE FROM THE DEPARTMENT OF JUSTICE (DOJ) AND THE FEDERAL BUREAU OF INVESTIGATION (FBI).

PRIMARY FUNCTION: Perform a variety of accounting functions specific to business services for Trinity County school districts.

DISTINGUISHING CHARACTERISTICS: The Level I Clerk is able to perform many of the essential duties of the position with minimal supervision and some instruction. Level II Clerk is considered a subject matter expert and is able to accurately perform all the essential duties without additional instruction. Additionally, level II should also be able to troubleshoot and resolve complex accounting and business issues independently.

ESSENTIAL DUTIES [MAY INCLUDE:](#)

1. Serve as fiscal CBO for school district or charter school
 - A. **Budget Development: Resource and Object Based**
 - Budget Development/Assumption Meeting
 - Escape Model Development and Maintenance
 - Payroll/Benefit (*except health and welfare*) Entry
 - Escape Detail Budget for Each Account String and Each Fund
 1. Resource/Function budget printouts
 2. Object budget printouts
 - Budget Summaries
 1. Assumption Narrative
 2. Attendance, Revenue/Expenditure and Reserve Graphics
 3. Multi Year Schedules
 - Revenue Limit
 - Revenue Detail
 4. SACS Budget Import for All Funds
 5. SACS Supplement Forms as required
 - B. **Local Control and Accountability Plan Preparation**

LCAP Development of budget and expenditure

C. Interim Financial Report Preparation

Interim Development/Assumption Meeting

Escape Model Development and Maintenance

Payroll/Benefit Review/Changes (With Encumbrance Reports)

Modification of Escape Detail Budget for each account string and each fund

1. Resource/Function Budget Printouts
2. Object Budget Printouts

Budget Summaries

1. Assumption Narrative
2. Attendance, Revenue/ Expenditure and Reserve Graphics
3. Multi Year Schedules
 - Revenue Limit
 - Revenue Detail
4. SACS Budget Import for All Funds
5. SACS Supplemental Forms as required

D. Multi-Year Projections

Multi-Year Projection Development/Assumption Meeting

1. Enrollment and ADA Trend Analysis
2. Revenue Projections
3. Expenditure Projections

Payroll/Benefit Review/Changes (Staffing Focus)

SACS Software Report

E. Year End Closing

Closing Journal Entries/Corrections

Revenue Accruals

Deferred Revenue Journal Entries

Due From/Due to Booking

Health and Welfare Balance Verification

Indirect cost Journal Entries

Encroachment Journal Entries

Fixed Assets

Preparation of Unaudited Actuals in state software

F. Audit

General Ledger/Financial Statement Reports for Auditors
Balance Sheet Reconciliations
Accounts Receivable/Payable Reconciliations
Cash Transfer Testing Backup
Fixed asset and Debt Schedules
SACS File Transmission
Management Discussion and Analysis Review and Updates

G. Purchasing, if not performed by district or charter school staff

Create purchase orders
Place orders
Receive items if not delivered to site directly

H. Accounts Payable, if not performed by district or charter school staff

Process invoices
Distribute vendor warrants
Maintain records
Process 1099's and supporting documents

I. Accounts Receivable, if not performed by district or charter school staff

Process deposits
Prepare and process invoices as necessary

J. Payroll, if not performed by district or charter school staff

Review monthly payroll account codes for accuracy
Coordinate, review, assist and/or create school district or charter school staff new year set up.
Monthly payroll input
Leaves Management

K. Health and Welfare

Review monthly payroll and accounts payable account codes for accuracy
Coordinate, review, assist and/or create school district or charter school staff new year set up

L. Attendance

Review CALPADs data for accuracy
Review attendance reports monthly, P1, P2, P3

M. Other Business Services

Prepare and submit reports to state and federal agencies, i.e. cash management

Prepare and submit payment requests to state and federal agencies, i.e. SRSA

Prepare budget revisions and journal entries as needed

N. Other Duties as Assigned

KNOWLEDGE AND ABILITIES:

1. Knowledge of bookkeeping principles, methods and terminology
2. Knowledge of office practices and procedures
3. Knowledge of mathematical concepts including the ability to compute percentages and fractions
4. Ability to follow oral and written instructions with a minimum of direction
5. Ability to work independently and make minor decisions within the framework of established guidelines
6. Ability to establish and maintain effective working relationships with others
7. Ability to operate typewriter, 10 key calculator, and standard office equipment
8. Ability to write legibly
9. Ability to set up and maintain filing systems

PROFESSIONAL DEVELOPMENT:

1. Attend Trinity COE Business Meetings
2. Attend other meetings as assigned

EDUCATION AND EXPERIENCE:

- I. High school diploma or equivalent.
Two years accounting experience preferred but not required.
Experience with California school or county office budget development and/or reporting preferable.
Experience with presentations, preferable.
- II. High school diploma or equivalent.
AA degree in a related field, preferably accounting; or
Four years increasing responsibility account support work; or
Experience with California school or county office budget development and/or reporting preferable.
Experience with presentations, preferable.

WORKING CONDITIONS:

ENVIRONMENT: (characteristics described here represent what an employee encounters while performing the essential functions of this job)

1. Office environment
2. Constant interruptions
3. Moderate noise level

PHYSICAL DEMANDS:

1. Persons performing service in this position classification will exert 10 – 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
2. This type of work involves sitting most of the time, but may involve running, walking or standing for brief periods.
3. Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job
4. Sitting or standing extended periods of time looking at a computer screen and typing.

AMERICANS WITH DISABILITIES ACT ASSISTANCE

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Business Office in writing or by telephone by the filing deadline posted on the bulletin.