

CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION

Job Class Description

**BASIC FUNCTION:**

Perform a variety of accounting clerical and technical duties in support of assigned accounts and functions such as accounts payable, accounts receivable, purchasing, and related activities for accounts on a district-wide basis; prepare and maintain a variety of financial and statistical records and reports. The incumbents in this classification assist in supporting students by applying financial and statistical data to revenue and expenditure accounts which directly supports student learning.

CV  
2019  
2020



required; prepare invoices and arrange for billings as directed; identify delinquent accounts and submit related data for collections.

Review and process payment for expenditures against travel and conference requisitions. Follow up on District credit card issues and reimbursements.

Assist the Director, Fiscal Services Manager or other staff in expenditure monitoring, contract compliance, and the generation of periodic reports.

Receive, review, and verify a variety of accounting information; input a variety of accounting data into an assigned computer system; initiate queries, develop spreadsheets, and generate a variety of computerized lists and reports; maintain automated financial records.

Compile information and prepare and maintain a variety of financial and statistical records and reports related to vendors, purchase orders, invoices, travel and conference, income, expenditures, grants, budgets, and assigned accounts; prepare and reconcile statements, ledgers, balance sheets, reports, and other financial documents.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns; provide the San Diego County Office of Education with audit documentation, as requested.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, scanner, computer, and assigned software.

Perform various accounting clerical and technical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, processes, or techniques used in the occupation.



functions.

Prepare and reconcile statements, ledgers, balance sheets, and other financial documents.

Prepare and maintain accurate financial and statistical records and reports.

Verify, balance, and adjust assigned accounts.

Compare numbers and detect errors efficiently.

Reconcile, balance, and audit assigned accounts.

Assemble, organize, and prepare data for records and reports.

Process and record accounting transactions accurately.

Operate standard office equipment including a computer and assigned software.

Understand and follow oral and written instructions.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

E