

[Go Back](#)**NASSAU COUNTY****Title : ASSISTANT SCHOOL DISTRICT
CLERK****SCHOOL DISTRICTS
CLASS SPECIFICATION****Code: 010098 AES****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Under general supervision, maintains fiscal ledgers and prepares necessary financial reports. Does related work as required.

COMPLEXITY OF DUTIES

This work involves applying bookkeeping principles and methods to a variety of recording and auditing problems, based on well-established methods, procedures, rules, and regulations. Tasks may include typing and the use of other standard office equipment, including accounting machines. Work is subject to review by periodic audits of accounts and review of records and reports.

TYPICAL DUTIES

1. Maintains general books of accounts according to established account classifications, such as general funds, cafeteria funds, and building funds.
2. Posts entries to these ledgers from supporting records.
3. Makes adjusting entries and prepares financial statements as required.
4. Maintains a cost record system according to established procedures, allocating cost items to a variety of accounts, according to prescribed classifications.
5. Prepares memorandum vouchers for payments and interest and principal of debt service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of office methods and procedure and familiarity with the use of standard office equipment, including accounting machines.
2. Knowledge of bookkeeping principles and practices.
3. Ability to make rapid and accurate arithmetical calculations.
4. Ability in reading and using a large volume of written and numerical data.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Graduation from high school, including or supplemented by courses in bookkeeping principles
or
2. Two years of satisfactory experience as a bookkeeper.

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