



ACCOUNT CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	1 of 2

DEFINITION

To perform fiscal clerical work in the course of preparing and maintaining financial records and reports.

DISTINGUISHING CHARACTERISTICS

Account Clerk - This is the first journey-level class in the Account Clerk series. Employees in this position perform clerical accounting functions of average difficulty involving a practical application of established procedures and policies.

Account Clerk, Lead – This classification performs the more specialized and difficult accounting and budget control clerical functions. Employees in this position exercise more independent discretion and judgment in matters related to work procedures and methods.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Performs technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally related information and data.
- Assists in the revision, formulation and implementation of accounting and budget control record management systems and procedures.
- Receives confirming requisitions and continuing orders and processes for payment; processes purchase orders for partial and full payment; submits requisitions to District Office.
- Maintains purchasing and accounts payable file; records all purchases, confirming requisitions and purchase orders.
- Records in database items such as student loan and scholarship checks and receipts, trust account checks and receipts and emergency loan checks and receipts.
- Processes cash advance requests; posts and maintains balances.
- Receives and reviews expense claims and invoices for goods and services received; prepares appropriate documentation for payment.
- Assigns and maintains vendor numbers and maintains vendor payment register.
- Prepares invoice information on accounts receivable and removes from accounts receivable when payment is received.
- Forwards returned checks to a collection service; reconciles payment and records in the Enterprise Resource Planning (ERP) system.
- Maintains and records various checking accounts.
- Records equipment inventory transactions and provides clerical functions for surplus.
- Researches student accounts for discrepancies; applies Board of Governor’s fee waivers to student accounts.



ACCOUNT CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	53	07/01/2017	Classified	2 of 2

- Assists in year-end closing.
- May provide cashiering services, including billing, collections, deposits, reconciliations and other activities.
- May assist in the development of budget preparation materials.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods and practices of financial recordkeeping.
- Accounting and Enterprise Resource Planning Systems.
- Modern software applications (Microsoft Office Suite, etc.).
- Cash handling procedures, including counting large sums of money.
- Modern office procedures, practices and technology/equipment.

Skill/Ability to:

- Perform fiscal clerical work.
- Learn and apply policies and procedures.
- Learn and apply appropriate laws, rules and regulations relating to assigned functions.
- Resolve cash handling and recordkeeping problems.
- Post data and perform mathematical computations accurately.
- Understand and carry out both oral and written instructions.
- Serve students, staff and colleagues in a helpful, empathetic, and professional manner.
- Keyboard with accuracy.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of increasingly responsible experience in bookkeeping or accounting.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.