

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Account Clerk, Senior

Department: Fiscal Services

Location: District wide

Date: February 12, 2008

POSITION PURPOSE

Under the supervision of assigned administrator, perform difficult and complex accounting clerical work that involves posting, checking entries and balancing accounts in one or more of the District's accounting or financial systems.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the Account Clerk series. This class is assigned difficult and complex bookkeeping and accounting tasks relating to the District's established accounting system. Work involves a significant degree of independence, requiring a thorough and complete familiarity of the financial system to which assigned, and, in some cases, lead responsibilities over less experienced accounting clerical personnel.

KEY DUTIES and RESPONSIBILITIES

1. Reconcile and balance a variety of accounts, ledgers, and registers which are related to the District's accounting and payroll systems.
2. Prepare journal entries as needed.
3. Generate warrants from codes through a computer terminal; verify codes for accounting documents entered into system.
4. Document and prepare worksheets and back-up data required for mandated cost claims in compliance with Federal or State regulations, for federal and state funded programs.
5. Maintain general and subsidiary ledgers, daily logs, registers and other records according to established revenue and expenditure classifications.
6. Operate micro-computer software including spreadsheet and word processing programs as needed to maintain control documents.
7. Maintain files for vendor payments and numerical copies of checks.
8. Enter invoices into computer system to generate edit reports and checks.
9. Gather, assemble, tabulate, proof, extend, balances, summarize and post fiscal, statistical and related data.
10. Prepare monthly and yearly financial reports for various agencies such as sales tax report, or foundation reports.
11. Prepare statements and reports of financial activity.
12. Research discrepancies in financial records.
13. Prepare budget transfers for Board approval and reconcile those budget accounts to monthly financial reports.

14. Assist in preparation of the Adopted Budget.
15. Reconcile payroll and annual payroll taxes.
16. Prepare year-end closing for Student Accounts/Activities for college campuses.
17. Reconcile bank statements.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles, methods, practices, and terminology used in bookkeeping and financial recordkeeping.
2. District policies and procedures regarding specific financial system assigned.
3. Appropriate laws, rules, and regulations relating to assigned functions.
4. Computer terminal and personal computer use and related equipment.

Skills and Abilities:

1. Perform responsible accounting clerical work requiring use of independent judgment and initiative.
2. Read, interpret, and explain laws, rules, and regulations.
3. Prepare accurate financial and statistical reports and maintain records.
4. Communicate clearly and concisely, orally and in writing.
5. Make arithmetical calculations with speed and accuracy.
6. Operate calculating machines, computer terminals, personal computers and other office equipment.

Education and Experience:

1. Education equivalent to college level course work in Accounting or related field.
2. Two year of experience in Accounts Payable or Accounting.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desirable Qualifications:

1. An Associate Degree in Accounting, Business, Finance or related field and
2. Experience working with grants or categorical programs.

WORKING CONDITIONS

Job Description: Account Clerk, Senior

Environment:

1. Office environment

Physical demands:

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Date Approved: 12/12/2008

Salary Range: 75

EEO-Category: 2B4 – Secretarial/Clerical