

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

Position: Account Clerk

Department: Fiscal Services

Location: District wide

Date: December 4, 1990

POSITION PURPOSE

Under the supervision of assigned administrator, performs responsible recordkeeping and clerical work involved with updating and maintaining financial records within an established accounting system. General supervision is provided by an accounting supervisor or higher level classified supervisory or management personnel. Technical or functional supervision may be provided by management, supervisory, or lead personnel. Assignments may include providing technical direction to student assistants.

DISTINGUISHING CHARACTERISTICS

This class is assigned a wide variety of accounting, bookkeeping, and clerical duties involving various financially-related functions, programs, and services within the District organization. This class will normally perform some of the duties required of the Senior Account Clerk but are not expected to function at the same skill level and will exercise less discretion and judgment in matters related to work procedures and methods. The work usually fits a pattern which has been established and explained before the work is started. Supervision is available to answer more difficult questions as circumstances arise. Positions in this class may be assigned to specific functional areas such as accounts receivable, accounts payable, funded programs or bookstore operations. Public contact involves vendors, students and college personnel. Assignments may require working unusual hours and at various locations as needed.

KEY DUTIES and RESPONSIBILITIES

1. Post entries from supportive records and balance against other records.
2. Process payment documents and audit invoices for payment to vendors and contractors.
3. Review and assemble materials for accounts receivable; prepare billings and record correct accounting information on payments collected.
4. Maintain accurate accounting records for assigned functions.
5. Prepare or type a variety of reports and correspondence related to assigned functions.
6. Examine, audit and process invoices and match to purchase orders; maintain appropriate records and post to proper budget accounts; calculate and verify discounts and sales tax as required.
7. Prepare billings for payment; batch to proper accounts, calculate, verify and post expenditures.
8. Coordinate information between ordering departments, purchasing and vendor to assure proper payment of accounts.
9. Sign financial aid, bill warrants and payroll checks using check protector and disburse special fund, grant, bill and other warrants by mail and pickup.
10. Log in checks to be voided by bank.
11. Collect past due loan payments and attempt to resolve bad check problems; process non-payment of checks.

12. Prepare correcting journal entries as needed.
13. Count, issue receipt for and prepare bank deposit slips for money received.
14. Issue petty cash and balance petty cash fund.
15. Count quarters from daily parking and prepare for deposit cash and coins up to 30 pounds.
16. Perform related clerical duties such as answering phones, opening and distributing mail, filing and preparing summaries.
17. Relieve cashiers as necessary.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles and practices of accounting and bookkeeping.
2. Methods and procedures used in handling large amounts of cash.
3. Practices and terminology used in financial and statistical clerical work
4. Computer terminal and personal computer use and related equipment

Skills and Abilities:

1. Learn the accounting, payroll, or other District financial system to which assigned.
2. Perform a variety of accounting and bookkeeping work and to learn varied office procedures and accounting system requirements.
3. Identify information, problems or miscalculations rapidly.
4. Operate office equipment such as calculators and typewriters, computer terminals and personal computers.
5. Understand and carry out oral and written instructions.
6. Make arithmetic calculations with speed and accuracy.
7. Post, log and balance simple accounting ledgers
8. Communicate clearly and concisely, orally and in writing, and maintain an effective working relationship with others.
9. Carry out directions independent of close supervision.

Education and Experience:

1. Education equivalent to completion of the twelfth grade, including or supplemented by training in accounting, bookkeeping or related field.
2. One year of experience in the performance of accounting assignments involving detailed calculations and public contact.

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.

Licenses and Requirements:

1. Possession of a valid California driver's license.

WORKING CONDITIONS

Environment:

1. Office and warehouse environment

Physical demands:

1. Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand movements to retrieve work materials involving some overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

Date Approved: 12/4/1990

Salary Range: 60

EEO-Category: 2B4 – Secretarial/Clerical