CLASS TITLE: ACCOUNT CLERK I

BASIC FUNCTION:

The Account Clerk I performs a variety of routine clerical and technical duties assuring accuracy related to accounts payable, accounts receivable, student accounts and financial aid, or related areas and does related work as assigned. The Account Clerk I is responsible for meeting deadlines, processing data accurately, and answering questions for staff, faculty and employees based on established policy and procedure. Other decisions, such as work assignments, and written and verbal instruction and direction as appropriate, are referred to a higher authority.

This position represents the first level in the account clerk career ladder. Advancement to Account Clerk II requires compliance with the stated qualifications and a demonstrated competency in all aspects of accounts payable and receivable.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assembles, matches, sorts, tabulates, checks, posts, inputs, and files numerical data;

Receives money and issues receipts; reconciles cash receipts to register tapes; posts to journal and ledgers;

Processes documents such as invoices, purchase orders and warrants; prepares reconciliations; audits for correct extensions; taxes, codes, and arithmetic calculations;

Assures timely distribution of reports; collects, compiles and disseminates materials and forms as required;

Screens telephone calls and visitors; takes and disseminates messages;

Answers questions from staff, vendors, contractors regarding policies and procedures;

Performs data entry from financial worksheets and properly approved sources; reviews to insure approval;

Provides unit/department support in the maintenance of clerical duties, maintains forms, correspondence and files, inputs data as needed;

Enters or posts financial information from source documents into established accounting programs;

May accept and disburse funds.

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OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District policies and procedures
Bookkeeping and accounting practices
Standard office procedures and correspondence formats
Operation of a computer and assigned software
Computer data entry techniques
Interpersonal skills including tact, patience and courtesy
Oral and written communication skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Modern office practices, procedures and equipment
Record keeping techniques
Telephone skills and etiquette

ABILITY TO:
Type 45 net words per minute
Work confidentially with discretion
Make arithmetic computations rapidly and accurately
Plan, organize and prioritize work
Meet schedules and time lines
Work independently with little direction
Organize and maintain files
Communicate effectively both orally and in writing
Operate a variety of office equipment
Operate a computer and assigned software
Understand scope of authority in making independent decisions
Review situations accurately and determine appropriate action according to established guidelines
Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school or equivalent, supplemented by college level accounting courses and one year experience in performing accounting or financial record keeping or cashiering duties.

LICENSES AND OTHER REQUIREMENTS:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver’s license is required.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Bending at the waist, kneeling or crouching to file materials.
Lifting objects up to 25 pounds as the job requires.

Reasonable Accommodation shall be provided as required.