CLASS TITLE: ACCOUNT CLERK II

BASIC FUNCTION:

Under general supervision, the Account Clerk II performs a broad range of moderately complex clerical and technical duties assuring accuracy related to compiling, auditing and maintaining District level accounting records, reconciling account balances, preparing financial statements and analyzing accounting data.

The Account Clerk II may supervise Account Clerk I, hourly and clerical support staff, and student assistants.

The Account Clerk II is responsible for reporting and tracking expenses for reimbursement, ensuring accurate coding for expenditures, researching and making necessary account corrections, and deciding which expenditures are acceptable. Other decisions, such as making major purchases or expenditures, approval for transfers of expenditures made between accounts, and questions, regarding policy and procedures, are referred to a higher authority.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Records, verifies and deposits monies into proper fund/accounts; prepares account receivable billings and maintains receivable records

Audits time sheets, verifies account numbers; issues pay warrants, tracks payments and determines pay step increases for employees; inputs payroll deductions to County

Prepares requisitions and purchase orders; obtains appropriate signatures

Approves invoices and purchase orders for payment

Posts budgets, encumbrances and expenses to appropriate accounting spreadsheets

Maintains purchase order logs; maintains complex filing system

Gathers, assembles, tabulates, checks and files financial and statistical data; independently prepares a variety of financial statements

Assists in hiring and training student assistants

Composes routine correspondence related to assigned functions

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

OTHER DUTIES:

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- College policies and procedures
- Generally accepted accounting practices and procedures
- Methods, practices and terminology used in bookkeeping and financial record keeping in an automated accounting system
- State and federal program policies and procedures
- Computer literacy; various software applications (e.g. Microsoft Excel, Lotus 123, Word, WordPerfect)
- Knowledge of computerized accounting system
- Modern office practices and procedures

ABILITY TO:
- Typing 45 Net WPM
- Operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
- 10 key calculator by touch
- Make arithmetic calculations quickly and accurately
- Strong basic mathematical abilities
- Excellent interpersonal skills
- Excellent written and oral communication
- Ability to work independently
- Meet schedules and time lines
- Understand and follow oral and written directions
- Communicate effectively, orally and in writing
- Management, organizational and supervisory skills
- Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:
- High school diploma or equivalent and minimum two (2) years increasingly responsible work experience in accounting and/or financial record keeping required. Associate Arts Degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment.

WORKING RELATIONSHIPS:
- The Account Clerk III maintains frequent contact with various departments, staff, outside vendors, agencies and financial institutions.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Ability to lift 25 pounds.

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