MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNT CLERK III

BASIC FUNCTION:
Under the direction of an assigned manager, this position is responsible for performing intermediate accounting duties in the preparation, maintenance and review of various financial statements, records, accounts, and budgets to assure accuracy and conformance to established policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

• Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies, and procedures; maintains a variety of difficult and complex financial and accounting records, ledgers, statements, and reports.
• Assists in the preparation and monitoring of the campus-wide budget; prepares budget transfers and prepares journal entries; prepares expenditure and progress reports as required; reconciles and balances accounts and bank statements.
• Coordinates communication and accounting activities with other departments and personnel, governmental agencies, private agencies, and vendors.
• Answers questions and provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts, and programs.
• Prepares and processes various documents involved in financial transactions, such as payroll and benefits, invoices, deposits for cash and checks, requisitions, purchase orders, contract agreements, and maintains accurate records of cash and check receipts.
• Prepares, audits, and analyzes a variety of documents for payment, such as time sheets, requisitions, petty cash, and mileage and travel expense reports; processes payments for employees and vendors within specified deadlines; analyzes accounts and performs year-end closing functions.
• Audits financial documents to assure accuracy, completeness; independently conducts research to resolve discrepancies as necessary.
• Maintains and files a variety of financial and accounting records, forms, listings and files; operates a variety of office equipment and machines such as calculator, computer, copier, and typewriter.
• Prepares a variety of informational reports as required.
• Trains and provides work direction and guidance to others as directed.
• Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

OTHER DUTIES:
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Accounting and auditing principles, practices, and procedures.
• Financial and statistical record-keeping principles.
• Modern office practices, procedures, and equipment.
• District organization, operations, policies, and objectives.
• Applicable sections of State Education Code and other applicable laws.
• Computer-based accounting systems.
• Various computer software programs.

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ABILITY TO:
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Make arithmetic calculations quickly and accurately.
- Operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, and prioritize work.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Communicate effectively, orally, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate action according to established guidelines.
- Train and provide work direction to others.
- Establish and maintain effective working relationships with others.

**Education and Experience:** High school diploma or equivalent supplemented by college courses in accounting.

**Preferred Qualifications:** Associate Arts Degree preferred; a minimum of four (4) years increasingly responsible work experience in accounting and/or financial record keeping preferred.

**OTHER REQUIREMENTS:** Any provisional offer of employment is dependent upon the candidate’s successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.

**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.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Ability to lift 25 pounds.

*Reasonable Accommodation shall be provided as required.*

**POSSIBLE HAZARDS:**
- Extended viewing of computer monitor.

Approved March 2008; 11/28/12 updated standard HR verbiage;ng