

ACCOUNT CLERK

Series Specification

Account Clerk I

Account Clerk II

Account Clerk III

DEFINITION

This series specification describes three classes whose duties, under the supervision of the assigned supervisor/manager, are to perform clerical work involved in the checking, posting and preparation of financial and statistical records.

LEVEL DESCRIPTIONS

Account Clerk I: Under moderate oversight, perform a variety of duties involving cashiering and financial and statistical recordkeeping of moderate complexity.

Account Clerk II: Under minimal oversight, perform a variety of complex clerical accounting duties involving the maintenance of financial or statistical records.

Account Clerk III: Under minimal oversight, serve as the technical resource, performing the more complex clerical accounting duties such as opening and closing accounts, posting to ledgers, preparing journal entries, and financial reports.

TYPICAL DUTIES

Account Clerk I: Prepare change funds for revolving fund operations; evaluate records for accuracy of balances, postings, calculations, and other records pertaining to business or operating transactions, and reconcile or note discrepancies; compile reports and tables to show statistics related to cash receipts, expenditures, accounts payable and receivable, and profit and loss; prepare bank deposits and reconcile cash register tapes; serve as counter receptionist providing general information on college activities and answers student questions using databases and District's website; perform basic financial calculations such as amounts due, balances, discounts, equity, and principal; review data for accuracy and completeness and reconcile discrepancies; prepare daily cash reports and accounts payable using accounting programs and reports; process incoming invoices by checking extensions, discounts and tax; verify balances and entries, calculations, and postings recorded by other workers; process negotiable instruments such as checks and vouchers; prepare student loan checks for distribution; process credit card transactions; perform financial calculations, such as calculations for student installment payment plans; prepare and input purchasing requisitions. Perform related duties as assigned.

Account Clerk II: In addition to the duties of the Account Clerk I, prepare financial and statistical reports; process invoices, returned checks, posts bad debt entries, coordinate with collection agencies or follow up on collections of past due receivables; handle student related issues; monitor and reconcile account balances before issuing checks; prepare accounts payable for payment and pay invoices; review requisitions for completeness and accuracy; assist with the audit of warrants before they are distributed; determine applicability of federal or state tax and apply correct rate; audit student and classified employee Intents to Employ and timesheets, verify account codes used, and assist in resolving payroll problems and issues; assign or use accounting code numbers for income and expenditure items; prepare files and verify

accuracy for hand-generated checks; perform financial calculations and analyze information on travel authorizations/disbursements to ensure adherence to District policy; receive control figures and balance output data to control figures; prepare journal entries and budget transfers. Perform related duties as assigned.

Account Clerk III: In addition to the duties of the Account Clerk I and Account Clerk II, process receiving transactions on purchase orders; prepare daily trial balances, bank reconciliation's, profit and loss statements, and sales tax reports; maintain claims registers and general ledger journals for District funds, accounts payable, student refunds, and vendor warrants; maintain fixed asset data; perform general ledger posting for income and journals and analyze for accuracy of postings; serve as full-charge bookkeeper for student association and other college collected funds and accounts; reconcile college journals with District reports, and District journal with County of Sacramento journal; close and reopen books of account, such as reconciling and balancing for year-end close. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Account Clerk I

One year of experience in Los Rios Community College District performing clerical duties at the level of a Clerk II or Admissions/Records Clerk I.

One year of experience related to the duties of the position.

Account Clerk II

One year of experience in Los Rios Community College District as an Account Clerk I.

Two years of experience related to the duties of the position.

Account Clerk III

One year of experience in Los Rios Community College District performing clerical duties as an Account Clerk II.

Three years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

KNOWLEDGE OF

All Levels: General and governmental accounting, bookkeeping, and budget principles; applicable federal, state, local laws, policies, and regulations, and office processes and procedures; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of

the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

All Levels: Perform the essential functions of the position; input data with speed and accuracy as required to effectively perform the duties of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.