

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: ACCOUNT CLERK**

#### **SUMMARY DESCRIPTION**

Under the direction of an assigned supervisor, perform accounting clerical work involved in the maintenance of financial or statistical records; collect and reimburse various student fees; audit and prepare invoices for payment and perform related clerical duties.

#### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Senior Account Clerk by the performance of less complex accounting clerical functions including maintenance of financial or statistical records and processing vendor invoices and claims for reimbursements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist students, staff and faculty at the counter and respond to question, problems and concerns related to an assigned accounting function; collect and process student registration fees, drop fees, hold fees, returned checks and club accounts; adjust and clear student accounts according to established procedures. **E**
2. Audit invoices for payment and resolve discrepancies; monitor and maintain accurate accounts and keep payables current; calculate and process retroactive manual or specialty warrants. **E**
3. Prepare warrants, invoices, time records, purchase orders and similar documents; collect and distribute as appropriate. **E**
4. Contact admissions office and request payments received when requesting transcripts from other colleges or universities. **E**
5. Prepare reports for student sponsorship billing; determine student charges and set up sponsorship for each semester; post charges to student records; send owing letters to students with balances. **E**
6. Maintain records for emergency loan checks application copies, returned checks, returned mail and mail for collection agency. **E**
7. Process requests for replacement of lost or out-of-date warrants; receive and complete request form; make copies to reissue warrant. **E**
8. Disburse college work study checks and prepare payroll listing sheet; make copies of checks and maintain in security envelope. **E**
9. Adjust and clear student accounts according to established procedures. **E**
10. Receive and count money from security office, parking meters, main campus and other education centers. **E**
11. Prepare and maintain various statistical accounting records and reports for submission to superiors. **E**

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Account Clerk - *Continued***

12. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

District accounting principles, practices and procedures.  
Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.  
Methods and techniques of financial record-keeping.  
Mathematical principles and procedures.  
Oral and written communications skills.

**Ability to:**

Learn District organization, operations, policies and objectives.  
Perform routine accounting clerical duties involved in the preparation and maintenance of financial records and reports.  
Interpret and explain the District's accounting policies and procedures.  
Prepare and maintain a variety of financial records and reports.  
Perform mathematic computations with speed and accuracy.  
Compare numbers and detect errors efficiently.  
Type at a speed necessary for successful job performance.  
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience in the preparation and maintenance of financial records and reports.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**Account Clerk - *Continued***

Created: March, 1995

*Ewing & Company*

Revised: January, 2007

*Johnson & Associates*