

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Accounting Services Clerk

BASIC FUNCTION: Under the supervision of the area Manager, the Accounting Services Clerk performs a variety of accounting work and tasks in connection with the District's accounting and payroll operations and completes other work as required.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Prepares financial and statistical reports as directed.
2. Reviews requisitions, purchase orders, travel requests and expense claims to determine proper budget codes, and authorization, and performs other budget control functions as assigned.
3. Provides assistance to faculty and staff regarding budget, requisitioning and travel requests.
4. Maintains files and distributes reports to user departments as required.
5. Provides assistance with monitoring, reconciling and maintaining accurate and detailed records for all Governmental Funds.
6. Provides assistance preparing a variety of payroll related tasks, including but not limited to, calculation of pay, time sheet verification, attendance verification, employment verifications, and maintenance of complete and accurate confidential payroll records, as directed.
7. Reviews and verifies the accuracy of periodic financial reports, as directed.
8. Provides assistance with the year-end closing process.
9. Provides assistance with the preparation of audit schedules and the audit process as directed.
10. Maintains familiarity with all aspects and procedures of the District's accounting office, including but not limited to, conformity with generally accepted accounting principles and compliance with the Budget and Accounting Manual.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: An associate of arts degree from an accredited institution is required. A bachelor's degree from an accredited institution in business or a reasonably related field is desired.

EXPERIENCE: Two years of experience in a school district or higher education accounting office is required. One year of general experience in a school district office is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Generally accepted accounting principles; accounting terminology, principles, practices and procedures; *California Community College's Budget and Accounting Manual*; payroll methods, practices, and terminology; Colleague® financial applications software is preferred; commonly used word processing and electronic spreadsheet software; the English language and grammar.

Revised 06/05/12

09-01-09

ABILITY TO: Carry out complex oral and written instructions; exercise judgment and initiative; work independently; work under the pressure of recurrent deadlines with frequent interruptions; operate a 10-key calculator; type proficiently and demonstrate skill with modern office equipment; show proficiency in preparing written communication; work effectively with faculty, administrators, staff, and representatives from outside organizations.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental personnel.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.