

ACCOUNTING SERVICES CLERK

BASIC FUNCTION

Performs a variety of accounting work and tasks in connection with the District's accounting and payroll operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Fiscal series is responsible for ensuring that general accounting and payroll transactions and documents are properly processed and recorded. Employees in this classification perform the full range of duties as assigned, working independently, and exercising judgment and initiative. 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 department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

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. Assists with budget, requisitions, and travel requests.
4. Maintains files and distributes reports to user departments as required.
5. Assists with monitoring, reconciling, and maintaining accurate and detailed records for all governmental funds.
6. Assists in the preparation of 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. Assists with the year-end closing process.
9. Assists 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. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Generally accepted accounting principles.
2. Accounting terminology, principles, practices, and procedures.
3. *California Community College's Budget and Accounting Manual*.
4. Payroll methods, practices, and terminology.

5. Commonly used word processing and electronic spreadsheet software.

Ability To:

1. Carry out complex oral and written instructions.
2. Exercise judgment and initiative.
3. Work independently.
4. Work under the pressure of recurrent deadlines with frequent interruptions.
5. Operate a 10-key calculator, type proficiently, and demonstrate skill with modern office equipment.
6. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
7. Communicate effectively in the course of performing work tasks.
8. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
10. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and two (2) years of experience in a school district or higher education accounting office; or an equivalent combination of education, training, and/or experience.

Licenses/Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.