

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Revenue/Accounts Receivable Clerk

BASIC FUNCTION: Under the supervision of the District Controller, performs financial recordkeeping and monitoring related to District revenue and accounts receivable, assists in the development and maintenance of internal control procedures related to District revenue and accounts receivable.

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

REPRESENTATIVE DUTIES:

1. Maintains accurate, detailed and current records of District revenue.
2. Prepares and maintains records of deposit to the County Treasurer from clearing accounts and other sources.
3. Performs data entry to various revenue and expenditure accounts in the Galaxy System.
4. Prepares checks to the cashiers for any revenue and abatements received.
5. Assists with the monitoring of revenue and cash accounts.
6. Maintains reconciliations of prior year accruals.
7. Maintains accounts receivable records from billing invoices and performs follow-up.
8. Monitors activity in the Clearing Accounts Receivable and Financial Systems
9. Identifies and performs the necessary financial transfers to correct fund/resource posting errors.
10. Assists in providing control of revenue to protect against omission whether through fraud or inadvertence.
11. Distributes payroll.
12. Assists in the year-end closing process.
13. Assists in audits as directed.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent. College courses in bookkeeping or accounting. An associate degree from an accredited institution is preferred.

EXPERIENCE: At least two years of experience in financial recordkeeping is required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Office methods; understanding of basic accounting terms and less complex accounting principles, practices and procedures.

ABILITY TO: Operate ten key calculator and personal computer; keyboard at a speed of not less than 40 net words per minute; maintain effective working relationships with other staff members and with the general public.

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, other districts, and agencies.

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.