

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Account Clerk, Senior

**Unit:** Office Technical

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**Job Code:** J1006  
**Original Date:** 01/1991  
**Last Revision:** 08/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 19

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### **DEFINITION**

Under the direction of an assigned supervisor or manager, perform a variety of bookkeeping and accounting duties of above average difficulty independently during day or evening hours.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this position perform accounting duties of above average difficulty and exercise independent judgment over an established accounting function during day or evening hours. Assigned accounts require more knowledge of accounting and district operations than those assigned to Account Clerk positions. Assignments are more complex and diverse and may involve accountability for a complete set of books for student body accounts or other program activities. Incumbents may act in a lead capacity, training and providing work direction to assigned personnel.

### **EXAMPLE OF DUTIES**

1. Collect, count, and receipt money received from students and other offices; reconcile cash register; audit receipts and review documents for accuracy of data; prepare bank deposits.
2. Monitor and audit receipts, invoices, claims, credit memos, and reimbursement forms; process claims and invoices for payment.
3. Prepare funds' requisition forms and assign appropriate budget codes; audit and generate third party billings; prepare documentation for input into computerized accounting system.
4. Prepare and maintain a variety of forms and reports, including personnel/payroll records, parking slips, cash receipts summaries, and non-resident tuition cards.
5. Review and inspect computer reports and other documents for accuracy, valid account code numbers, and fund balances.
6. Post expenditures and revenues to proper accounts and maintain account ledgers; reconcile account balances; monitor assigned budget and recommend transfers; assist in budget development.
7. Prepare checks for signature; reconcile bank statements; prepare a variety of financial and accounting reports, such as balance sheets and income statements.
8. Prepare and maintain inventory records; conduct year-end or periodic inventories.
9. Troubleshoot and resolve a variety of issues related to the collection, accounting, and disbursement of funds; enroll and verify third-party off-campus enrollment; ensure the accurate and timely processing of all student refunds.
10. Assist auditors as necessary; prepare documentation and respond to inquiries from external auditors.
11. Process repair orders, invoices, and vouchers; prepare documents for third-party billings.
12. May cashier at accounting window, processing refunds and collecting fees and fines; may assist with collection of bad checks.

13. Train and provide work direction and guidance to contract or hourly employees; provide input into the performance evaluation process as requested; provide information to Purchasing or campus staff on procedural changes.
14. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Basic principles of accounting and bookkeeping.
- District accounting and related procedures.
- District computerized accounting systems.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Communicate effectively both orally and in writing.
- Count and verify large sums of money with speed and accuracy.
- Establish and maintain effective working relationships with others.
- Interpret district policies and apply them to a variety of situations.
- Maintain statistical and financial records and prepare reports.
- Meet schedules and time lines.
- Operate standard office machines and equipment, including computers, calculators, and cash registers.
- Perform a variety of arithmetic calculations.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction and guidance to others.
- Understand and follow oral and written directions.
- Use computer applications, including spreadsheets, databases, and other relevant kinds.
- Work cooperatively with others.
- Work independently with little direction.

#### Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school two years experience in accounting or financial record-keeping. One year of related district experience is desirable.

#### License:

- Valid California driver's license may be required for some positions.

### **WORKING CONDITIONS**

#### Physical Requirements:

- Category III

#### Environment:

- Favorable, usually involves an office.