

San Diego Community College District

NANC JOB DESCRIPTION

Title: Account Clerk I

Unit: Non-Academic/Non-Classified Service

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Job Code: N1020

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, perform accounting clerical duties involving cashiering and/or routine accounts.

DESIRABLE QUALIFICATIONS:

Knowledge of basic accounting and bookkeeping practices and procedures; record-keeping techniques; and modern office practices, procedures, and equipment, including computer hardware and accounting and/or bookkeeping software. Ability to accurately count and verify large sums of money; make arithmetic calculations with speed and accuracy; review data for comparison and reconciliation; maintain statistical and financial records and prepare reports; operate standard office machines and equipment, including computer hardware and software; meet schedules and time lines; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; and understand and follow oral and written directions. Sufficient training and experience in accounting or bookkeeping to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Collect, count, and receipt money received from students and other offices.
- Reconcile cash register; audit receipts.
- Review documents for accuracy of data.
- Prepare bank deposits.
- Post invoices, payroll, and related information to a variety of ledgers and books.
- Prepare requisition forms and assign appropriate budget codes.
- Audit and generate third party billings.
- Prepare and maintain a variety of forms and reports.
- Inspect various documents for valid account code numbers and fund balances.