

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR ACCOUNT CLERK

SUMMARY DESCRIPTION

Under the direction of an assigned supervisor, perform complex accounting clerical duties involved in the preparation and maintenance of financial records and reports for District financial aid, student services, fiscal services, bookstore and cashiering operations; review, maintain and adjust designated funds; and prepare and maintain a variety of financial reports in support of assigned accounts and activities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Account Clerk series. Positions at this level are distinguished from the journey level Account Clerk by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing the most complex clerical accounting duties involved in the preparation and maintenance of financial records and reports for District financial aid, student services, fiscal services, bookstore and cashiering operations as well as maintaining designated funds. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare various accounting and financial records for complex District accounts such as financial aid, student services, fiscal services, bookstore and cashiering operations. **E**
2. Monitor, prepare and enter necessary corrections, adjustments or revisions to a variety of accounts payable records and reports; maintain employee reimbursements and files. **E**
3. Process various financial aid, student services and county checks; receive list of approved checks to be processed from financial aid and transfer funds into appropriate college accounts; post appropriate journal entries; print and mail checks; audit and reconcile county expense vouchers. **E**
4. Prepare warrants, invoices, time records, purchase orders and similar documents; collect and distribute as appropriate. **E**
5. Maintain accurate accounting records, purchase orders and files; provide information to the District regarding budgets and warrant information. **E**
6. Prepare, schedule, index and file bills, vouchers and other records. **E**
7. Perform duties related to the preparation of student related records and reports; collect and reimburse student fees. **E**
8. Collect and deposit various student fees and District monies; reconcile cash receipts and bank statements; prepare appropriate paperwork and distribute checks. **E**
9. Assume responsibility for accounts payable functions including creating and preparing the accounts payable warrants; forward documentation to the County Office of Education; work with County Office of Education to resolve problems. **E**

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10. Maintain journal accounts; perform a variety of complex computations; verify, balance and make appropriate corrections; post data and maintain account balances as necessary. ***E***
11. Audit invoices for payment and resolve discrepancies; monitor and maintain accurate accounts and keep payables current; calculate and process retroactive manual or specialty warrants. ***E***
12. Prepare and code journal vouchers; verify and reconcile warrant listings. ***E***
13. Verify, balance and adjust accounts; post and reconcile expenditures and income accounts; reconcile bank statements; balance subsidiary ledgers. ***E***
14. Prepare and verify various fund claims; audit expense claims and process for payment. ***E***
15. Audit and process travel claims for reimbursement; assure compliance with related District policies and procedures; make airline and other reservations as assigned. ***E***
16. Prepare accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies. ***E***
17. Assist students, staff and faculty at the counter and respond to question, problems and concerns related to an assigned accounting function; collect and process student registration fees, drop fees, hold fees, returned checks and club accounts; adjust and clear student accounts according to established procedures. ***E***
18. Perform end of month reconciliations on special programs including bus passes and movie passes; research and reconcile transactions; assist with end of fiscal year inventory on special programs. ***E***
19. Prepare cash drawers and change boxes for registers, book buyback and refunds for both main campus bookstore and off-site locations; assist with reconciliation of cash register, buyback and cash fund recaps. ***E***
20. Provide information to District personnel regarding various accounts and related information. ***E***
21. Perform a variety of complex computations; operate computer terminal to input financial data. ***E***
22. Prepare, post and maintain monthly payroll benefits suspense accounts. ***E***
23. Prepare and enter journal entries and inter-fund cash transfers and forward necessary documents to update; correct and adjust county financial records. ***E***
24. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

District accounting principles, practices and procedures.

Cashiering procedures and techniques.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Methods and techniques of financial record-keeping.

Principles and practices of inventory and reconciliation.

District organization, operations, policies and objectives.

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Mathematical principles and procedures.
Oral and written communications skills.

Ability to:

Perform complex accounting clerical duties involved in the preparation and maintenance of financial records and reports for financial aid, student services, fiscal services, bookstore and cashiering functions.

Interpret and explain the District's accounting policies and procedures in an assigned area.

Prepare and maintain a variety of accounting and statistical reports.

Analyze, monitor, prepare and enter necessary corrections, adjustments or revisions to a variety of payroll records and reports.

Process and record accounting transactions accurately.

Compare numbers and detect errors efficiently.

Type at a speed necessary for successful job performance.

Meet critical deadlines while working with frequent interruptions.

Understand and follow oral and written directions.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in the preparation and maintenance of payroll, financial records and reports.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.