

ACCOUNT CLERK

DEFINITION

To perform fiscal clerical work in connection with keeping or checking financial, statistical, payroll, or purchasing records.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Account Clerk series. Positions in this class are assigned a wide variety of fiscal clerical duties within the District. Work at this level is distinguished from that of the Senior Account Clerk by the standard and prescribed nature of the duties, the level of complexity and difficulty of the assignments, and the degree of independence and judgment with which an incumbent is expected to perform.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Process facilities rental applications; determine charges; invoice applications; make room reservations.

Process time cards; check sick leave time and correct payment; ensure cards are completed properly.

Receipt and deposit cash sales from snack bar, vending sales, and monies from clubs and student government.

Code and type checks for clubs and student government; maintain records of accounts.

Process reimbursement of college fees on terminal; process purchase of parking permits and hangers on terminal.

Count quarters from the daily parking and write receipt.

Type correspondence, reports and schedules; answer telephone inquiries; operate the cash register.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of accounting and bookkeeping.

Methods and procedures used in handling large amounts of cash.

(Over)

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Skill to:

Make mathematical calculations quickly and accurately.

Learn to use bookkeeping and calculating machines and other standard office machines including personal computer and CRT.

Maintain accurate records.

Understand and carry out both oral and written instructions.

Identify information problems or miscalculations rapidly.

Perform clerical work of average difficulty.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in the performance of clerical, accounting, or bookkeeping assignments.

Training:

Equivalent to completion of the twelfth grade including or supplemented by training in accounting, bookkeeping, or a related field.