

Citrus College

Position Description

Position: Account Clerk/Cashier	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 29

Summary

Performs financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. Assumes responsibility for one or more elements within a complete accounting system such as cash control, accounts receivable, accounts payable, fund accounts, and limited-scope financial statements.

Distinguishing Career Features

The Account Clerk/Cashier is equivalent in scope to the Account Clerk II, the second level in a multi-tiered accounting clerical and technical career ladder. The Account Clerk I concentrates on processing and preparation of documents used for further action and on data entry to pre-established formats. Advancement to Account Clerk II requires demonstrated competency in processing a full range of transactions for several closely related accounting area such as cash, accounts payable and receivable. The Account Clerk III will demonstrate knowledge of generally accepted accounting practices and will have competency in journal entries to general ledger, cost analysis, and fund account reporting. The Accounting Technician will have competency in revenue stream accounting and all aspects leading to preparation of trial balance financial statements.

Essential Duties and Responsibilities

- Reconciles daily cash transactions. Receives incoming cash revenues and balances against receipts. Prepares cash deposits for shipment to banks. Enters deposits into the accounting system and verifies amounts from bank receipts.
- Processes and distributes refund requests, issue payroll checks, issue student financial aid and other checks according to instructions. Verifies that disbursements match source documentation. Sorts, classifies, and mails checks according to established procedures.
- Orders cash from banks and prepares revolving cash drawers to serve campus needs, verifying amounts. Receives cash drawers from other departments, reconciles cash, and matches to documentation such as registration reports.
- Monitors balances and collects payments on student short-term loans, accepts payment for returned checks, and transmits bad debt information. Accesses student records to place holds pending satisfaction of amounts owed.
- May analyze student refund requests by determining eligibility and amount of refund, research of student accounts, and calculating ending balances.
- Disburses petty cash. Releases cash to authorized personnel, verifying proper signature and documentation.
- Accepts payments on account and prepares receipts using a cash register or hand receipt.
- Types/keyboards general office correspondence. Maintains general office files. Operates general office equipment and specialized equipment including coin counting equipment and cash registers. Places and clears holds on student records, as appropriate.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge, Skills, and Abilities

Requires a basic knowledge of the practices and terminology of bookkeeping and accounting data entry practices, accounting office clerical procedures and methods for maintaining source documentation files. Requires knowledge of cashiering, including knowledge of individual account cash control, receipt, disbursement, and allocations of funds. Requires a basic knowledge of admissions and financial aid transaction procedures relating to student records, cash receipts and disbursements. Requires sufficient writing skills to prepare basic business correspondence and account footnotes. Requires sufficient math skills to compute sums, quotients, products, ratios, percents, and portions. Requires sufficient human relations skill to convey procedural information to others and to deal effectively with others on financial transactions.

Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Must be able to interact with a wide range of contacts with courtesy and patience. Requires the ability to maintain the confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs designed for student information. May require the ability to perform work on various work shifts.

▪ Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

▪ Education and Experience

Requires a high school diploma, or the equivalent, with coursework in bookkeeping or accounting and computer-aided applications, plus two years of experience in a cashier function.

▪ Preferred Qualifications

Experience as a cashier in a retail, banking, or education environment a plus.

▪ Licenses and Certificates

May require a valid driver's license.

▪ Working Conditions

Work is performed indoors where minimal safety considerations exist.