

Citrus College

Position Description

Position: Account Clerk II	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 accounts receivable, accounts payable, fund accounts, and limited-scope financial statements.

Distinguishing Career Features

The Account Clerk II is the second level in a multi-tiered Account 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 areas, 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

- Prepares and processes accounts payable information to comply with various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Identifies, verifies and corrects standardized account codes, authorization, and available and qualifying budgets.
- Assists others with resolving problems with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Monitors transaction status such as payment histories, partial payments, past due charges, merchandise back orders, POs as payables, POs as rollovers for the new fiscal year, and end-of-year payables cutoff.
- Prepares backup documentation for accounting transactions such as checks mailed. Reviews and verifies that vendor statements are paid invoices have been posted to correct accounts. Prepares payment schedules and current check listings. Maintains records of check documents and payment histories.
- Compares accounts payable and related information contained in internal databases to account details and amounts contained in County Office of Education records. Initiates communications and corrective actions.
- Provides support toward establishing vendor/contractor accounts. Secures appropriate signatures and other supporting information contained in files.
- Reconciles and compiles periodic reports to show statistics such as cash receipts, accounts payable, and accounts receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.

- Prepares documents such as invoices and account statements. Follows up with customers on account balances that are outstanding, or involve multiple fiscal years. May recommend remedial action, write-off of account balances, or settlements negotiated to resolve account disputes and delinquencies.
- Reviews and processes miscellaneous items related to accounts payable and accounts receivable such as credit cards and open purchase orders.
- Assists with posting journal entries to general ledger following established instructions and procedures for corrections and other adjustments.
- May prepare financial reports or supporting information for reports such as sales tax and Form 1099. Reconciles cash, accounts payable and receivable, and other current accounts.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position including those performed by accounting technicians and other clerical staff.

Qualifications

▪ Knowledge and Skills

Requires a working knowledge of the principles, practices, and terminology of financial and statistical record-keeping and accounting data entry practices. Requires a working knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, cash management and disbursements. Requires a working knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information. Requires a working knowledge of office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare routine business correspondence, document work processes, and write account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relation skills to convey policies and procedures and to deal cooperatively with others on accounting transactions.

▪ Abilities

Requires the ability to perform the functions of the position. Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and cycles. Requires the ability to search, compile, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors and outside agencies. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

▪ Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. 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**

The position requires completion of high school, plus college-level curriculum in bookkeeping or business practices and two years experience in a production-oriented record keeping, cashiering, or general clerical capacity.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.