

## Citrus College

## Position Description

Position: Account Clerk III	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 34

### Summary

Performs varied record-keeping duties associated with the processing and completing accounting transactions, posting, assembling, and tabulating, and preparing data for financial statements using established formats. Usually is responsible for consolidating all accounting elements within a program or service such as customer accounting, accounts receivable, accounts payable, cash, other current accounts, and cost of services.

### Distinguishing Career Features

The Accounting Technician refers to the second in a multi-level career ladder for clerical and technical accounting. The Account Clerk I concentrates on processing and preparation of documents for further action and on data entry to pre-established formats. The Account Clerk I requires competency in accessing and entering alpha and numeric data, ability to accurately post data to proper account classifications, and the ability to rapidly perform arithmetic calculations. 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 serve in a technical leadership and control role over areas such as cash management. The Accounting Technician will demonstrate knowledge of generally accepted accounting practices and will have competency in general ledger, cost analysis, and fund accounting. The senior Accounting Technician will have competency in revenue stream accounting and all aspects leading to preparation of trial balance financial statements.

### Essential Duties and Responsibilities

- Posts, assembles, tabulates and reconciles financial and statistical data to support the monthly and annual closing of books.
- Receives cash and cash equivalent from a variety of sources. Verifies amounts and balances to supporting documentation. Enters information into appropriate accounts as required. Prepares deposits and other transmittals.
- 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.
- Reconciles, balances books, and compiles reports and financial statements on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Verifies and accounts for funds and other assets received by the District for specified uses (e.g., donations, conditional uses).
- Prepares for administrative review periodic trial financial statements for special funds using standardized accounting software.
- Prepares and enters cash and cash-equivalent amounts into holding accounts, then disburses into separate accounts by making intra-account transfers through multiple accounting software formats.

- Analyzes, prepares, processes, and reconciles accounts payable and receivable transactions and miscellaneous reimbursement items for accounting and disbursement.
- Administers revolving accounts used for disbursing funds to meet urgent student needs.
- Disburses checks for payroll and accounts payable. Reviews information for correctness and compliance with documentation. Accesses records on handling of checks. Documents date, check number and other information with disbursed.
- May prepare and process college-wide accounts payable information to comply various payment timetables. Verifies and reconciles documentation of merchandise and services received against claims, invoices, purchase orders, and packing slips.
- Verifies and corrects account codes, authorization, and available and qualifying budgets.
- May segregate and apply codes to certain accounts, such as but not limited to, payables for utilities. Verifies correct billing.
- Researches, analyzes, resolves, and assists others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Provides administrative support to projects and special assignments that require getting information and cooperation from other departments and vendors.
- May conduct research of internal and external responses to support departmental reports and activities.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position including the duties of other accounting clerks.

## **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 an in-depth knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements. Requires in depth knowledge of computer-aided accounting systems to setup accounts, enter accounting transactions, and extract detail and summary information. Requires working knowledge of financial statements and accounting performance (variance) reports. Requires a working knowledge of office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires sufficient human relations skill 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 research, compile, analyze, 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. 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 typically requires completion of high school, plus college-level curriculum in bookkeeping or business practices and four years experience in a production oriented financial record keeping capacity.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.