

Citrus College

Position Description

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

Summary

Performs moderately complex record keeping duties associated with the processing and recording of accounting transactions for one or more specialized elements within a complete accounting system such as accounts payable, and/or, maintaining books for a special fund such as a grant, enterprise fund, or foundation.

Distinguishing Career Features

The Account Clerk II represents the second level in a multi-tiered career path. Advancement to Account Clerk II, from Account Clerk I or other position, requires the ability to assume responsibility for a specialized area of the accounting system such as accounts payable or receivable and produce simplified financial statements, e.g., Foundation. Advancement to Account Clerk III requires competency in full-charge bookkeeping and the ability to administer multiple funds.

Essential Duties and Responsibilities

- Maintains financial records and bank accounts for the Foundation, including general and subsidiary ledgers. Posts journal entries. Reconciles bank statements on a monthly basis.
- Prepares statements for accounts receivable to various organizations and businesses on behalf of the Foundation. Prepares receipts for payments received.
- Receives and processes accounts payable, expense vouchers, and other straightforward and recurring documents related to financial transactions. Prepares and disburses checks to pay accounts payable.
- Verifies documents for accuracy and completeness of specific entries and information. Maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Enters or posts financial information from source documents into established accounting programs. Codes transactions into proper account classification using instruction manuals for support.
- Prepares monthly trial financial statements for the Foundation and may prepare the same for grants or other special funds. Using standardized accounting software, prepares trial or draft statements of financial activity and condition, subject to administrative review.
- Prepares bank deposits and reconciles bank statements.
- Conducts research involving search of internal and external resources to support Foundation activities. May assist with organization and setup of Foundation events.
- Performs a variety of clerical duties for the department, including preparing and processing of various types of documents and forms, answering questions, and sorting and sending mail.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a working knowledge of the practices and terminology of double-entry bookkeeping, governmental accounting, clerical and office procedures and methods, business mathematics and record keeping. Requires basic knowledge of the objectives, policies, and procedures governing Foundations, fund-raising, and external affairs. Requires skill at data entry onto established and formatted screens that support accounting transactions. Requires sufficient skill in mathematics to calculate sums, averages, ratios, and percentages. Requires sufficient English language skill to prepare correspondence suitable for external distribution. Requires sufficient human relation skills to convey information to others such as donors, community-based organizations, and departments.

▪ **Abilities**

Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to learn and apply the policies, procedures, and schedules for accounting operations within a reasonable amount of time. Must be able to perform arithmetic operations quickly and accurately. Must be able to document accounting transactions onto subsidiary ledgers and transfer sums to general ledger. Must be able to prepare straightforward financial statements and summaries.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time and to move about various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

▪ **Education and Experience**

Requires completion of a high school curriculum with emphasis in bookkeeping and 3 years experience in a production-oriented record keeping capacity.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.