



Job Description

Job Title: Accounting Clerk II
Department: Multiple

Grade: F
FLSA: Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of clerical tasks related to preparing and processing financial documents and information.

Characteristic Duties and Responsibilities:

1. Processes financial information which may include invoices, payments, credits, or payroll; enters data into computer system; reviews printouts for accuracy.
2. Establishes and maintains files related to financial activities for department.
3. Reviews financial reports for accuracy and/or to determine status of transactions; may monitor transactions such as accounts receivable; may take action or inform supervisor of delayed transactions.
4. May gather and summarize financial data; may prepare reports on financial activity.
5. Reviews financial information for accuracy; researches and resolves any problems, discrepancies, or disputes regarding accounts.
6. Performs a variety of clerical tasks which may include matching documentation to transactions, preparing bank deposits, balancing and reconciling accounts, or distributing/mailling checks.
7. May answer inquiries and provide information concerning policies and procedures or account status to vendors, students, faculty, and staff.
8. May maintain, reconcile, and update monthly statements; may assist in operating cash register; may maintain list of certificates of resale.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director of Administrative Services

Direction Given: Responsible for directing and monitoring the work of students and or temporary workers.

Minimum Requirements:

Requires a high school diploma or GED and six months experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of accounting procedures

Knowledge of computer and accounting software

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Updated July 2012



Job Description

Job Title: Accounting Clerk II

Grade: F

Department: Multiple

FLSA: Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Knowledge of standard office procedures and equipment

Working Conditions:

Typical office environment; occasional minor discomfort from the near continuous use of a video display terminal.