

**Job Title:** Accounting Clerk, Senior  
**Department:** Administrative Services

**Grade:** G  
**FLSA:** Non-Exempt

*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 accounting and clerical tasks related to the daily operations of the central accounting system.

**Characteristic Duties and Responsibilities:**

1. Analyzes specified accounts and audits them for accuracy of account number, balance, and any sponsor code; makes any necessary corrections.
2. Establishes and maintains financial files for department; updates information as necessary.
3. Processes financial information and documents; enters data into College's computer system; reviews printouts for accuracy.
4. Serves as informational resource to staff; provides leadership and direction; answers questions regarding policies and procedures.
5. May act as liaison for unit to other college departments and external agencies.
6. Compiles and summarizes financial data; prepares reports on financial activity.
7. Assists in the processing registrations for sponsored students; assists in distributing financial aid checks; verifies vendor authorizations to bill.
8. Schedules specified reports using the College's computer system.
9. May process registration and business office / cashiers functions that include registering, payment processing and other student transactions.
10. Performs other duties as assigned.

**Reporting Relationships:**

***Direction Received:*** Reports to Supervisor or Director for department

***Direction Given:*** Responsible for directing and monitoring the work of student and/or temporary employees

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**Minimum Requirements:**

Requires a G.E.D. or high school diploma with two years of relevant accounting work experience, or completion of 18 semester units of education beyond high school in accounting from an accredited institution, or a combination of accounting work experience and education beyond high school from an accredited institution totaling two years.

**Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of office rules, procedures and operations regarding budgets, purchasing, accounts payable etc.

Good oral and written communications skills emphasizing financial information

Knowledge of computer and accounting software

Ability to maintain, review and audit financial records

**Working Conditions:**

Typical office environment; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequently interacting with students and visitors to the college in-person or on telephone; infrequently traveling to other buildings on campus; infrequently lifting or carrying objects up to 10 lbs.