



## Job Description

**Job Title:** Accounting Clerk Senior

**Grade:** G

**Department:** Business Office

**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

### **Characteristics Duties and Responsibilities:**

1. Assists with processing student refunds and refund exception forms; responsible for the scanning of refund documents
2. Compiles and summarizes financial data; prepares reports on financial activity; completes journal entries and bank transfers.
3. Analyzes specified accounts and audits them for accuracy of account number, balance, and any sponsor code; makes any necessary corrections.
4. Establishes and maintains financial files for department; updates information as necessary.
5. Processes financial information and documents; enters data into College's computer system; reviews printouts for accuracy.
6. Serves as informational resource to staff; provides leadership and direction; answers questions regarding policies and procedures.
7. Acts as liaison for unit to other college departments such as Sponsor's Desk and to outside agencies such as Edusery.
8. Assists in the processing registrations for sponsored students; assists in distributing financial aid checks; verifies vendor authorizations to bill.
9. Schedules specified reports for sponsored students that are ran in computing services.
10. May process registration and business office / cashiers functions that include registering, payment processing and other student transactions.
11. Backup for Supervision on School Dudes
12. Performs other duties as assigned.



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**Reporting Relationships:**

**Direction Received:**

Reports to the Supervisor of Administrative Services

**Direction Given:**

Responsible for directing and monitoring the work of student and/or temporary employees

**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 a regionally 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