

Position: Account Clerk II	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 113

Summary

Performs moderately complex record keeping duties associated with the processing and completing of accounting transactions.

Essential Duties and Responsibilities

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized data entry program supporting the College's accounting system. May trace transactions to source documents and/or other departments to determine discrepancies.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics in a single accounting area such as cash receipts, accounts payable and/or receivable. May trace transactions through previous accounting actions to identify and correct discrepancies, referring complex issues to higher specialization.
- Provides customer service while analyzing account balances, investigating account discrepancies, and reviewing accounts for payments and/or financial aid disbursements.
- Reviews student accounts to identify and resolve discrepancies and make corrections as needed.
- Provides assistance over the phone and in person regarding information on registration, payment policies, account balances, and college policies to students, staff and the general public. Acts as a liaison and attends Student Services meetings and training sessions.
- Verifies, balances, and posts receipts from various other Departments. Enters transactions on to an automated accounting data entry program.
- Prepares bank deposits.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires working knowledge of the practices and terminology of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires skill at data entry onto established and formatted screens. Requires sufficient skill in mathematics to calculate sums, averages, ratios, and percentages. Requires communications skills to convey information to others such as vendors 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. 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.

- **Physical Abilities**

Requires sufficient hand coordination to use a keyboard for routine typing and data entry, arm/hand movements to retrieve work materials, visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of general office equipment.

- **Education and Experience**

Typically requires completion of a high school curriculum with emphasis in bookkeeping and 2 years experience in a production oriented record keeping capacity. Additional education may be substituted for experience.

- **Licenses and Certificates**