

**ACCOUNTING CLERK**

**DEFINITION**

Performs routine bookkeeping and clerical accounting work involved in preparing and maintaining financial records and reports within established procedures for a department or program.

**SUPERVISION EXERCISED AND RECEIVED**

Supervision is provided by a classified or academic manager.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Prepares various requests for payments, such in compliance with District accounting procedures including the availability for funds and proper classification.

Inputs a variety of accounting information into applicable accounting software systems.

Prepares journal vouchers from various source documents, subject to approval.

Responds to routine accounting questions.

Prepares and types special lists and records.

Gathers, tabulates and summarizes financial data.

Makes arithmetical calculations and checks various accounting tables and reports.

Compiles statements of student attendance hours and assists in preparing accounting reports.

Classifies data according to existing accounting systems.

Collects money, issues receipts and prepares deposits. Maintains records of budgets, encumbrances, expenditures, receivables, and other items.

Prepares budget transfers.

May provide work direction and training to student workers.

May verify time sheets for student workers.

Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods, practices, and terminology used in financial and accounting recordkeeping work.

Word processing and spreadsheet software.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Operate a typewriter, calculator and other common office machines.

Post and make arithmetic computation.

Perform varied clerical accounting work and learn varied accounting procedures and system requirements.

Understand and carry out oral and written instructions.

Keep financial and statistical records.

Learn accounting software programs as applicable.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

High School Diploma or equivalent.

Five (5) units of college-level Accounting coursework AND five (5) units of coursework in business-related courses such as Finance or Business Administration from an accredited college or university.

Two years of experience in keeping or working with accounting, financial or statistical records.

### **Desirable:**

Experience with school or college accounting structures.