

**SENIOR ACCOUNT CLERK**

**DEFINITION**

To perform difficult fiscal clerical work in preparing, reviewing, and maintaining financial and statistical records and reports; and to perform secretarial and general clerical duties.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Account Clerk series. Positions assigned to this class may be distinguished from those allocated to the lower level of Account Clerk by the higher level of applied knowledge and skill required, and by a comprehensive understanding of the District's policies and procedures regarding the specific financial system assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Receive confirming requisitions and continuing orders and process for payment; process purchase orders for partial and full payment; stamp and direct requisitions to District office.

Maintain purchasing and payable file; log all purchases, confirming requisitions and purchase orders.

Record on computer items, such as student loan and scholarship checks and receipts, trust account checks and receipts, and emergency loan checks and receipts.

Type cash advance requests; post and maintain balance.

Receive, count, issue receipt for and deposit money; issue petty cash and balance petty cash fund.

Receive and check expense claims and invoices for goods and services received; prepare computer form for

payment.

Prepare budget transfers and journal entries; record on computer control forms; prepare control sheet for computer processing of warrants; verify accuracy of codes.

May type Board Reports, contracts, budget and financial reports, schedules and letters; prepare report for Governing Board; open and distribute mail; act as a receptionist.

Break out and distribute computer reports.

Audit vendor payment register; assign and maintain vendor numbers.

Receipt and post monies to computer input forms; deposit money.

Prepare invoice information on accounts receivable and remove from accounts receivable when payment is received. (Over)

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### **EXAMPLES OF DUTIES (CONTINUED)**

Forward returned checks to collection service; reconcile payment and record for EPIC input.

Code and assign debtor numbers for retirees; receive and process payment of health benefits.

Perform equipment inventory transactions; receive requests to dispose of surplus equipment; notify colleges of surplus; transfer requested equipment to other colleges; prepare advertisement for sale of surplus equipment.

Assist in year-end closing of District records.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

Methods and practices of financial record keeping.

Office methods, procedures, and equipment.

Skill to:

Perform difficult fiscal clerical work requiring the use of independent judgment and initiative.

Learn and apply policies and procedures regarding specific financial system assigned.

Learn and apply appropriate laws, rules and regulations relating to assigned functions.

Analyze situations accurately and adopt an effective course of action.

Post data and make mathematical computations rapidly and accurately.

Operate standard office machines, including a CRT and a calculator.

Understand and carry out both oral and written instructions.

Type at a rate of not less than 40 net words per minute from clear copy.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of increasingly responsible experience equivalent to the duties assigned to an Account Clerk in the District.

Training:

Equivalent to completion of the twelfth grade, supplemented by college level courses in accounting, business, or a related field.