NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: Account Clerk II  Range: 33
Date Revised:  Date Approved: April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing routine accounting duties in the preparation, maintenance and review of various financial records, accounts, invoices, purchase orders and reports to assure accuracy and conformance to established policies and procedures.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Prepares and maintains a variety of financial and accounting records, ledgers and reports.
2. Maintains and monitors assigned accounts and budgets; reconciles and balances assigned accounts and bank statements.
3. Prepares and processes various documents involved in financial transactions, such as invoices, requisitions, purchase orders, journal entries and sales tax reports and may issue checks as required.
4. Reviews financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary.
5. Maintains accurate record of cash and check receipts; prepare deposits for cash and checks.
6. Disburses and files checks for payroll, loans, grants, and reimbursements.
7. Provides information to District personnel regarding various records, budgets, accounts and programs; answers questions and resolves problems related to assigned program or accounting function.
8. Maintains and files a variety of financial and accounting records, forms, listings and files; operates a variety of office equipment and machines such as calculator, cash register, computer, copier, and typewriter.
9. Performs clerical duties; answers phones and routes calls as appropriate; types routine correspondence; sorts and distributes mail.
10. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11. Trains and provides work direction and guidance to others as directed.
12. Performs related duties as assigned.

OTHER FUNCTIONS
WORKING RELATIONSHIPS
The Account Clerk II maintains frequent contact with various District departments and personnel, and outside vendors, agencies and financial institutions and may also have student contact.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum of one (1) years of prior work experience in accounting and/or banking preferred; may be supplemented by college courses in accounting or related field

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of accounting and auditing principles, practices and procedures
Knowledge of financial and statistical record-keeping principles
Knowledge of modern office practices, procedures and equipment
Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of computer-based accounting systems
Knowledge of various computer software programs
Ability to interpret, apply, and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, cash register, computer, copier, typewriter, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS
College or District business office or customer service area; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.