

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Account Clerk I	Range:	31
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing clerical duties including collecting and verifying monies for deposit, preparing and processing purchase orders and invoices, and providing customer service assistance.

ESSENTIAL FUNCTIONS

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

1.	Provides customer service assistance to students, faculty and the public at assigned areas; answers basic questions and resolve problems within area of knowledge related to assigned program or accounting function.
2.	Counts and verifies monies collected for student services, lab cards, tickets, parking permits, bus passes, etc.; maintains accurate record of cash and check receipts; prepares deposits for cash and checks.
3.	Posts, balances and adjusts accounts; corrects routine irregularities as necessary; assures that all data entered or posted is accurate and complete.
4.	Prepares and processes various documents involved in financial transactions, such as invoices, requisitions and purchase orders; reviews financial documents to assure accuracy and completeness.
5.	Assists in the disbursement and processing of checks for payroll, loans, grants, and reimbursements.
6.	Assists in the preparation of financial and statistical reports as required.
7.	Performs clerical duties; operates a variety of office equipment and machines such as calculator, cash register, computer, copier, and typewriter; answers phones and routes calls as appropriate; sorts and distributes mail.
8.	Maintains and files a variety of financial and accounting records, forms, listings and files.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Account Clerk I maintains frequent contact with various departments and personnel; and students, faculty and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum of one (1) year of prior clerical experience involving payroll, financial record keeping, or customer service is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of bookkeeping and record-keeping practices and procedures

Knowledge of modern office practices, procedures and equipment

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 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.
