

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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**

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**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.

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**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

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**SPECIAL REQUIREMENTS**

None

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**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.

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