

STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING CLERK I

DEFINITION

Under direction performs general accounting and/or business office work.

DISTINGUISHING CHARACTERISTICS

This classification performs general and routine accounting duties in accordance with clearly defined instructions or established office procedures. This is an entry level position that differs from higher levels in the series by the responsibility for or limited variety of accounting activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs a variety of entry-level accounting work including but not limited to: accounts payable; accounts receivable; cashiering; verifying and recording information from general business documents; verifying and preparing invoices, checks, and correspondence from standard form letters, and statistical information; proof-reading; filing; preparing mailings; duplicating materials; and entering and retrieving data from computer system in appropriate format. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal or informal education equivalent to completion of the twelfth grade.

Experience: None required.

Knowledge, Skills, and Abilities: Knowledge of modern office practices. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to operate calculator and keyboard; maintain financial records; make deposits, process checks, and reconcile accounts; create and utilize word processing documents, spreadsheets, email, online calendaring and data entry/retrieval from database programs. Ability to receive and follow instructions; appropriately interact with students, staff, faculty and the public; learn and apply college and district policies and procedures.

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Approved: April 15, 1991
Revised by BOT: August 7, 2007
Revised by PC: September 11, 2007
Salary Range: 38