STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING CLERK II

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 a second level position that differs from entry level in the series by the general knowledge of accounting procedures and less specific direction required. This position 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 general 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, correspondence from standard form letters, and statistical information; proof-reading; filing; preparing mailings; and 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: Some experience performing general accounting duties.

Knowledge, Skills and Abilities: Knowledge of accounting journal systems; sequence of procedures in the accounting cycle; and 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; 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; and learn and apply college and district policies and procedures.

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Salary Range: 41