STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING CLERK III

DEFINITION

Under direction performs a wide variety of moderately difficult accounting/ business office work.

DISTINGUISHING CHARACTERISTICS

Accounting Clerk III’s perform responsible accounting duties involving the processing of transactions for a variety of departments, programs, funds and special projects. Incumbents must possess knowledge of financial and payroll information and monitor department, program and other budgets and funds. Incumbents are expected to perform these functions in an accurate, timely manner and lead other employees in assigned work, reviewing and resolving problems related to these functions.

Accounting Clerk III is distinguished from Accounting Technician I in that incumbents in the latter class are responsible for performing highly responsible accounting related duties involving the monitoring and tracking of budgets and expenditures for a variety of departments, programs, funds and special projects requiring a broader and more detailed understanding of the District’s accounting processes and procedures.

EXAMPLES OF DUTIES

Performs a wide variety of duties including but not limited to: increasingly complex accounting work; verifying, balancing and posting/recording accounting information verifying and preparing invoices, checks, correspondence, and statistical information; proof-reading; and filing. Calculating preparing and reconciling various financial reports. Entering and retrieving data from computer system as needed. Assigning and/or reviewing the work of other employees and students. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.
Experience: Considerable experience performing general accounting duties.
Knowledge, Skills and Abilities: Knowledge of sequence of procedures in the accounting cycle, analysis, use and interpretation of accounting and financial data; and modern office practices. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to make deposits, process checks, and reconcile accounts; employ mathematical and statistical techniques sufficient to maintain district records; keyboard; utilize word processing software, email, online calendaring and data entry/retrieval from database programs; and create and utilize spreadsheets. Ability to assign, monitor, and/or review the work of others; receive and follow instructions and appropriately interact with students, staff, faculty and the public; and 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: 48