

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Account Clerk  
**Unit:** Office Technical

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**Job Code:** J1004  
**Original Date:** 01/1991  
**Last Revision:** 08/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 15

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### **DEFINITION**

Under the direction of an assigned supervisor or manager, perform a variety of routine clerical accounting functions.

### **DISTINGUISHING CHARACTERISTICS**

The Account Clerk position is a journey level classification in this series and performs accounting clerical duties involving cashiering and/or routine accounts.

### **EXAMPLE OF DUTIES**

1. Collect, count, and receipt money received from students and other offices; reconcile cash register; audit receipts and review documents for accuracy of data; prepare bank deposits.
2. Post invoices, payroll, and related information to a variety of ledgers and books.
3. Prepare funds' requisition forms and assign appropriate budget codes; audit and generate third party billings.
4. Prepare and maintain a variety of forms and reports, including personnel/payroll records, parking slips, cash receipts summaries, and non-resident tuition cards.
5. Review and inspect computer printouts for available fund balancing; inspect various documents for valid account code numbers and fund balances.
6. Provide work direction to hourly cashiers or helpers.
7. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Basic accounting and bookkeeping practices and procedures.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communications skills.  
Record-keeping techniques.

#### Skills and Abilities:

Communicate effectively both orally and in writing.  
Communicate effectively with others over the telephone and in person.  
Count and verify large sums of money with speed and accuracy.  
Establish and maintain effective working relationships with others.  
Learn district accounting and related procedures.  
Learn district computerized information and accounting systems.  
Learn district organization, operations, policies, and objectives.  
Maintain statistical and financial records and prepare reports.  
Make arithmetic calculations with speed and accuracy.  
Meet schedules and time lines.

Operate standard office machines and equipment, including computers, calculators, and cash registers.

Review data for comparison and reconciliation.

Train and provide work direction and guidance to others.

Understand and follow oral and written directions.

Use computer applications, including spreadsheets, databases, and other relevant kinds.

Work cooperatively with others.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and one year experience in accounting or bookkeeping. District experience is highly desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.