

PERALTA COMMUNITY COLLEGE DISTRICT - July 2012

CLASSIFIED JOB DESCRIPTION

**ACCOUNT CLERK II
(SEIU Local 1021 Salary Range 31)
Job Code: 004**

CLASS PURPOSE

Under general supervision, the Account Clerk II performs journey level accounting clerical work. Incumbents of this class are assigned work involving the processing of documents necessary to the preparation and maintenance of financial and statistical records and reports.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- maintains financial and statistical records, receives financial documents, and screens for accuracy and adherence to legal and procedural requirements
- carries out procedural steps to ensure or authorize payments, posts data to records, and checks and balances totals
- prepares warrants and claims
- encumbers funds
- makes computations, applying standard formulas and using predetermined guides
- prepares financial reports and summarizes independently
- makes up trial balances and recapitulations from records maintained
- may contact other agencies, Districts, schools, and District employees to discuss financial records and transactions
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two (2) years of experience in financial or statistical record keeping; or an equivalent combination of training and experience which demonstrates an ability to perform the duties of the position.
2. Basic methods and practices of financial record keeping.
3. Ability to type accurately from a clear copy. A Typing Assessment may be given.

Job Description: Account Clerk II

4. Knowledge of general office clerical work, preferably with emphasis in working with cash.
5. Ability to work cooperatively with others and meet the public in a courteous manner.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Modern office methods and procedures
 - Basic methods and practices of financial record-keeping
 - Operation of account, financial, and statistical record-keeping including elementary book-keeping
 - Constructing spreadsheets for analysis
- Ability to:
 - Perform a variety of financial or statistical record-keeping work of average difficulty involving the use of independent Judgment, accuracy, and speed
 - Perform clerical work and make arithmetic computations with speed and accuracy
 - Maintain accurate financial and statistical records
 - Operate standard office equipment such as adding machine and calculators
 - Provide information and assistance to students, staff, and members of the general public with courtesy, efficiency and tact
 - Learn office policies, rules, and practices
 - Understand and carry out oral and written instructions
 - Establish and maintain cooperative relationships with those contacted in the course of the work
 - Assist in the preparation of special reports
 - Update and maintain a variety of statistical and financial files and records
 - Work effectively in a climate of ambiguity

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people
- During peak registration, work on some Saturdays may be required.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs

Job Description: Account Clerk II

- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A