

## ACCOUNT CLERK II

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs a variety of moderately complex accounting and administrative duties and responsibilities involved in the review and maintenance of the District's financial and statistical records.

### DISTINGUISHING CHARACTERISTICS:

The Account Clerk II is the journey-level classification in the Account Clerk series. Positions in this classification perform the full range of duties under general supervision and may be assigned specialized, moderately complex assignments requiring knowledge and skill directly related to the scope of the assignment. Incumbents in this classification work independently, exercising judgement and initiative within general and established guidelines in performing the full range of duties assigned to this classification.

The Account Clerk II is distinguished from the Account Clerk Senior in that the latter classification is the senior-level classification within the series. The incumbent performs specialized and advanced accounting activities exercising advanced knowledge and independent judgement within broad guidelines.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Provides District personnel with information pertaining to budget and accounting procedures, requisitions, purchase orders, and personal service contract processes; receives and responds to general accounting inquiries. \*
2. Performs financial record keeping duties and works with staff regarding research, training, and performance of financial responsibilities related to the District's accounting requirements. \*
3. Provides general information, assistance, and answers routine questions for District personnel pertaining to budget, accounting procedures, and balances; receives and responds to inquiries to provide information and assistance as required. \*
4. Supports the student population by researching financial aspects of registration, payments, financial aid, collections, account updates, resolution of related issues, and assisting students with completion of related forms. \*
5. Works with various outside agencies and/or programs; assists staff and students with a variety of forms such as 1098-T and W-9S and accounting materials; verifies accuracy and completeness of forms. \*
6. Receives money, prepares deposits, balances bank deposits and registers; assigns appropriate accounts and ledgers; may maintain safes related to the opening and closing, weekly safe counts, and ordering cash. \*
7. Operates a variety of office equipment including computers, typewriters, copiers,

- calculators, terminals, fax, ten key, etc. \*
8. Utilizes various software programs and computers to enter accounts receivable and accounts payable invoices and journals; posts receipts and expenditures to various accounts. \*
  9. Inputs data, prepares, and processes invoices, purchase orders, checks, reports, specialty forms ensuring accuracy and completeness. \*
  10. Assembles, tabulates, and maintains financial and statistical records for assigned programs; establishes accounts, sets up purchase orders, and encumbrance adjustments.\*
  11. Prepares and checks various statistical or accounting tables and reports; prepares financial reports; reviews computer printouts to ensure accuracy of data. \*
  12. Assists in the analysis of various accounts; performs calculations, maintains records, and prepares reports within scheduled timelines, assists with year-end processes, and disburses information and reports as assigned. \*
  13. Serves as a receptionist answering, screening, and distributing telephone calls, fax transmissions, business office group email, and standard mail. \*
  14. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
  15. Interacts with staff and external customers regarding any business-related questions, forms such as W-9s, account updates, and additional requirements and situations as they arise. \*
  16. Maintains office supply inventory; orders supplies and equipment when needed; may facilitate office equipment repairs or work with IT and/or Facilities to arrange for equipment repair(s). \*
  17. May participate in the recruitment, scheduling, and directing the work of student workers, student assistants, and/or short-term, temporary staff.
  18. May coordinate business services and records retention processes.
  19. May serve on a variety of District committees as requested.
  20. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- High School Graduate or General Educational Development (GED); **AND**
- Two (2) years of experience directly related to the duties and responsibilities of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

**DESIRED QUALIFICATIONS:**

- Some college coursework in administrative support or office management.
- Three (3) years of experience directly related to the duties and responsibilities of this classification.

**CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL AND/OR OTHER REQUIREMENTS:**

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

***KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)***

**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics related to the area of assignment.
- Composing, proofreading, and preparing correspondence.
- Modern office practices, procedures, and equipment including computers, and peripheral equipment.
- Methods, practices, and terminology used in bookkeeping and financial record keeping.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Perform the essential responsibilities of the position.
- Make mathematical calculations rapidly and accurately.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations; department and/or program policies and procedures.
- Read, understand, interpret, and apply rules, regulations, policies, and procedures.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Communicate with administrators, managers, faculty, staff, students, and the community using patience, courtesy, and tact in a manner that reflects positively on the District and college.
- Understand and carry out verbal and written instructions and directions.
- Access and use internal and external computer applications for correspondence and reporting.
- Operate office machines including but not limited to computers, photocopiers, calculators, typewriters and fax machines; effectively utilize computer equipment and software in the performance of duties.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Understand and follow verbal and written directions.
- Effectively communicate both verbally and in writing.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Establish, maintain, and work cooperatively with those contacted during the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.



Class Code: C102.200

Salary Range – CSEA 18 – Non-Exempt

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.