

## ACCOUNT CLERK, SENIOR

### GENERAL DESCRIPTION OF CLASS

Under the direction of an assigned administrator or manager, performs a wide variety of complex and highly responsible accounting and administrative duties requiring independent judgement involved in the maintenance of the District's financial and statistical records.

**DISTINGUISHING CHARACTERISTICS:** The Account Clerk Senior is the lead, technical level within the Account Clerk series. The incumbent independently performs the full range of duties within broad guidelines and may involve responsibilities of lead direction of projects and staff performing related duties. The Account Clerk Senior performs the most technical and difficult tasks requiring specialized or advanced skill in one or more areas of the work assigned.

The Account Clerk Senior is distinguished from the Account Clerk II in that the latter classification is the journey level classification within the series. The incumbent performs the full range of routine responsibilities under general and well-established 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. Researches and provides information and assistance to District personnel pertaining to budget, balances, and governmental accounting procedures; receives and responds to questions, policies, and practices; supports students concerning the financial aspect of registration, fees, payments, financial aid, collections, account updates, and resolution of related issues. \*
2. Performs financial and managerial accounting, business operations record keeping functions, and processes contract payments per the terms required by federal, state and District policies, procedures, rules, and regulations. \*
3. Maintains, audits, and controls a variety of accounts, records, reports, and files; participates in the creating annual budget drafts and quarterly performance reports. \*
4. Establishes upgrades associated with an enterprise resource planning (ERP) system and balances the general ledger(s) to the District and/or the Butte County Auditor/Treasurer's accounting system, point of sales, and/or computer-based ordering system. \*
5. Analyzes data and draws sound conclusions to resolve accounting issues or concerns; monitors cash flow and cash availability; assists and responds to outside auditors' requests as directed by management; responds to audit findings. \*
6. Administers precautionary measures to ensure receipt and availability of funds for a variety of accounts including but not limited to categorical, grant and capital projects, general, agency, enterprise, fiduciary, proprietary, internal service, special revenue, and other funds, inventory replacement and working capital reserves. \*
7. Exercises and implements control measures to guarantee against theft of funds, assets, or merchandise, such as reconciling cash boxes, bank accounts, the book value of assets,

- and physical inventory to financial records. \*
8. Receives monetary transactions, prepares deposits, and balances bank and deposit registers; assigns results to appropriate accounts and ledgers. \*
  9. Ensures that proper approval, correct budget, and optimum classification and accurate service types are assigned for all District services performed and acquired purchases. \*
  10. Utilizes various software programs and computers to maintain the chart of accounts; assigns account codes and vendor accounts; processes and posts journals, receipts, and expenditures to the general ledgers. \*
  11. Establishes accounts receivable(s) and payable(s); prepares, processes, and reconciles travel, personal service contracts, reimbursements, invoices, encumbrances, checks (for vendor payments and deposits), financial and tax reports, and specialty forms; and may process payroll records/time sheets; verifies and ensures accuracy and completeness of financial data to monthly reports. \*
  12. Assists with the preparation and processing of quarterly and year-end tax forms and reports. \*
  13. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
  14. Guides and assists District personnel on related business services topics and procedures. \*
  15. May train and provide work direction to students, and short-term employees.
  16. May participate and execute the year-end closing and audit process; prepares and processes manual and computerized year-end reports and reconciliations; interacts with outside auditors in completing the year-end close of the finance system.
  17. May serve on a variety of District committees as requested.
  18. May perform other duties that support the overall objective of the position.

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

- Associate degree\* in accounting, business, or related discipline; **AND**
- Three (3) 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.

\*Associate degree education equivalency is a 1 to 1 equivalency; one year of responsible work experience related to the classification for each full year (24-30 units) of college.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree in accounting, business, or related discipline.
- Five (5) years of experience directly related experience to the duties and responsibilities of the classification.
- Strong accounting background and/or experience.

**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.
- Federal Educational Rights and Privacy Act (FERPA).
- Rules, regulation laws, and Board policies, and procedures governing the District.
- Software applications and programs related to the scope of the assignment.
- Methods, practices, and terminology used in governmental accounting and financial reporting, bookkeeping and financial record keeping.
- A variety of software programs related to word processing, spreadsheets, ledgers, and journals.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern accounting practices; Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
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***Ability to:***

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Post data and make mathematical calculations rapidly and accurately.
- Plan, organize, and prioritize workload to meet schedules and timelines.

- Independently apply good judgment in making sound and educated decisions.
- Operate a 10-key calculator by touch.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Dispatch emergency and routine calls with accuracy, confidence, and timeliness.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making decisions.
- Learn and maintain familiarity with the operation of the construction laws, and labor laws related to construction and the State reimbursement process.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.
- 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.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in 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.

#### **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.