

College of the Redwoods

Position Description

Position: Account Clerk IV	Position Number:
Department: Business Services	FLSA: Non-exempt
Reports to:	Salary Grade: 117

Summary

Acts as session coordinator for all operators. Performs a variety of cashiering duties associated with processing and analyzing accounting transactions, consolidating information from accounts such as payables, receivables, cash, and reserves. Participates in compilation of summary fiscal data, and preparation of reports leading to reimbursement for services.

Essential Duties and Responsibilities

- Acts as session coordinator to coordinate and reconcile each operator's daily session.
- Troubleshoots, answers questions, and performs modifications on student accounts for other operators, as needed.
- Act as liaison with the dorms to adjust or correct accounts, resolve payment issues and prepare reports for management use regarding student accounts.
- Verifies accuracy of amounts and postings of transactions recorded by others. Posts and balances subsidiary ledgers such as A/P or A/R and transfers data to general ledger. Traces transactions to determine discrepancies.
- Prepares special reports requiring skill at researching information from financial data management systems.
- Assists with the preparation of financial information including the monthly closing of books pertaining to the assigned area of responsibility.
- Classifies, codes and consolidates charges, rates and related financial information to the accounting system.
- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Prepares document trails and references to support audits. Conducts research to trace discrepancies or missing documents.
- Maintains a complete set of records of financial transactions for funds such as student accounts by overseeing, reviewing and entering transaction details onto an established project, or fund accounting system. Ensures that account summary information converts to accounting systems used in education.
- Maintains the student accounts receivable system. Records and processes a variety of transactions. Collects returned checks.
- May provide assistance over the phone and in person regarding information on registration,

payment policies, account balances, and college policies to students, staff and the general public. Acts as a liaison and attends Student Services meetings and training sessions.

- Processes financial aid disbursements.
- Processes miscellaneous cash transactions such as student credit balance refunds.
- Maintains all vault change funds, ordering change funds on request for travel and other activities.
- Prepares periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable aging and summaries and other accounts that contribute to a complete accounting of the activity of a functional unit.
- Prepares invoices for services rendered by the district. Monitors accounts receivable. Enters data onto an automated accounting system. Posts to general ledger.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires in-depth knowledge of student accounts and methods for analyzing and correcting records. Working knowledge of the practices and terminology of bookkeeping and accounting practices, clerical and office procedures and methods, business mathematics and record keeping. Requires sufficient human relations skill to convey technical concepts, policies, and procedures to others; to deal effectively with others on accounting transactions. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.

▪ Abilities

Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Must be able to perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios. Must be able to document accounting transactions onto subsidiary ledgers and transfer sums to general ledger.

▪ Physical Abilities

Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand movements to retrieve work materials involving some overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

▪ Education and Experience

Requires completion of one year of formal education above high school with emphasis in general ledger bookkeeping and 4 years experience in a production oriented record keeping, cashiering, or general clerical capacity with at least one year in an accounting related capacity responsible for reconciliation, analysis and posting of accounts. Additional education may be substituted for experience. Additional experience may substitute for education.

