

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Auxiliary Business Services Bookkeeper

BASIC FUNCTION: Under the supervision of the area Manager, handles all phases of fiscal record keeping and reporting of all receipts, expenditures, and transactions involved with the Student Auxiliary Services, including, but not limited to, bookstore, food services, federal and state financial aid grants accounting, scholarship and loan, student body funds, trust accounts, ticket sales, parking fees, foundation and athletic exchange utilizing internal and County Superintendent of Schools Accounting System.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Gathers, assembles, and tabulates checks and files financial statistical data.
2. Posts and maintains journals and general ledger.
3. Posts and maintains journals and subsidiary ledgers including accounts receivable and accounts payable.
4. Distributes financial aid grants and maintains appropriate files and records.
5. Prepares and maintains reconciliation of bank statements, and cash receipts.
6. Coordinates accounting of ASRCC and disbursements of the RCC Foundation and ASRCC.
7. Prepares journal entries, financial statements, and audit reports for the RCC Foundation.
8. Prepares a variety of reports including those required by State and Federal requirements.
9. Prepares variety of invoices, posts data and reconciles same.
10. Performs budget control
11. Maintains and order office supplies.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. Completion of courses in financial record keeping is desirable.

EXPERIENCE: Three years of directly related experience in financial or statistical recordkeeping and full charge bookkeeping is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Bookkeeping principles and fiscal terminology and their application; record keeping methods and statistical clerical work.

ABILITY TO: Perform a variety of duties; keyboard at an acceptable rate; operate various office machines and equipment.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, Student Financial Services, Associated Student of Riverside Community College, Riverside Community College Foundation, students, other departmental personnel and vendors.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.