

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Accounting Clerk

BASIC FUNCTION: Under the supervision of the area Project Director, performs a variety of clerical duties and responsibilities related to special funded programs.

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

REPRESENTATIVE DUTIES:

1. Maintains department calendar using Outlook system on computer for all events, and appointments for director, both in-house and outside team meetings, faculty meetings and counselor meetings.
2. Uses SARS System to track appointments; takes calls from students and walk-ins, setting appointments for general education plans, various meetings; tracks educational advisor and specialist hours.
3. Sets up and maintains active and inactive student files. (Files include student records required by program, college and state or federal agencies.) Verifies dates and signatures on drops, transfers, transcripts, release forms, communication with students, administrators and various other forms.
4. Screens visitors and telephone calls; explains policies and regulations for entrance to the program.
5. Collects timesheets monthly and logs hours and dollars for budget purposes; checks timesheets for accuracy and forwards to payroll firm.
6. Reviews teaching assignments for adjunct faculty each semester for correct hours & FTE's; maintains files and records for payroll.
7. Maintains department attendance for classified and certificated personnel; tracks absences, personal necessity, vacation time and other absences on a monthly basis.
8. Sets up weekly work schedules for personnel in department.
9. Schedules rooms for testing, various faculty meetings, orientation meetings and staff meetings.
10. Sorts and distributes incoming and outgoing mails.
11. Maintains schedule for preventative maintenance of office equipment, and orders office supplies.
12. Maintains departmental budgets including processing requisitions/purchase orders, packing slips, invoices and signatures.
13. Compiles and balances invoices for accounting firm and forwards for payment; maintains petty cash fund.
14. Compiles travel requests for the department, including hotel reservations, airfare, rental car, food, parking, shuttle service and other incidentals; submits itemized expense report.
15. Maintains files for accounting.

09-01-09

Minor revisions 10-11-10

16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: One year of general clerical experience is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Microsoft Office software package, modern office methods, procedures, and equipment.

ABILITY TO: Use and create complicated excel spreadsheets, 10-key calculator, photocopier, and other office machines; spell correctly and use good English; make comparisons and computations quickly and accurately; index and file; keyboard at a speed of not less than 35 net words per minute; establish and maintain effective working relationships with others.

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, faculty, counselors, other departmental personnel.

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.