

**College of the Siskiyous  
Job Description**

**Job Title:** Account Clerk 1      **FLSA:** Non-Exempt      **Group:** Classified

**Salary Level:** 3      **Salary Schedule:** Classified

**GENERAL SUMMARY**

Under general direction and supervision, responsible for assisting in the maintenance and operation of cash registers and related accounts. Performs other duties directly related to this job description.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**General**

Serve as cashier; balance cash register and prepare daily bank deposits.

Collect and apply payments appropriately.

Review payment vouchers and purchase requests for accuracy and completeness. Input payment vouchers and purchase requests into the college's computerized accounting system, and file all paperwork.

Verify posting accuracy; verify accuracy of prices and orders with vendors.

Reconcile cash accounts with general ledger.

Promote positive campus and community relations by working effectively with students, staff and faculty.

Perform other related duties.

**Business Office**

Balance and record registration recaps.

Process payments on account receivables.

Distribute payroll and advance checks using appropriate internal controls.

**Bookstore**

Stock shelves, keep on-going inventory, and order when needed.

Conduct year end inventory to meet audit specifications, to include physical count.

Prepare current class book list used to track all books used (i.e., Book, author, ISBN, etc.) and calculate prices.

Maintain list of publishers return policies; return books to publishers for credit.

Order merchandise (i.e., books and clothing) in conjunction with Bookstore Manager and price for sale.

Perform end of semester buybacks.

**TRAINING AND EXPERIENCE**

Any combination of experience and training equivalent to the completion of two years of college education and/or two years of related work experience.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of basic principles, methods and practices of billing, cashiering and handling of money and inventory skills.

Knowledge of computers and related software.

Knowledge of mathematical computations.

Knowledge of overall functions of a cashier's office.

Ability to perform technical and clerical cashier functions including handling cash, checks and credit/debit card transactions.

Ability to operate a microcomputer, computer, and other technological equipment.

Ability to communicate effectively in written and oral form.

Ability to use discretion in judgment regarding confidential matters.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The job requires skill, adeptness and speed in the use of fingers, hands and limb on a repetitive basis. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move supplies and/or equipment up to 50 pounds and perform activities requiring full body exertion.

Light to moderate stress level.

### **ENVIRONMENTAL CONDITIONS**

Indoor work environment – normal temperature.

### **CONTACTS**

Daily contact with students and District staff.

Contact with parents, community members and outside agency personnel.

### **OCCUPATIONAL CERTIFICATES/LICENSES**

Valid California driver's license and insurance.

### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Approved: 11/06**

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.