

**RANGE N01**

**JTC NO. N04  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Accounting Clerk A

**DATE PREPARED:** Fall 1984

**DATE REVISED:** Spring 1986; Spring 1988; Spring 1992; Fall 2000;  
Fall 2006; Spring 2009, Summer 2012; Fall 2016

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**GENERAL SUMMARY:**

Performs simple, repetitive clerical accounting duties requiring mathematical ability and attention to detail such as document processing and cash receipts and disbursements.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Checks accuracy and completeness of repetitive accounting documents. Receives documents and verifies for mathematical accuracy. May input to computer database.
- Identifies discrepancies and determines alternative course of action for supervisor's review.
- Sorts unclassified transactions to appropriate accounts. Files materials in accordance with standing instructions.
- May perform account reconciliations; consults with supervisor on problems or discrepancies.
- May perform basic accounting functions related to accounts payable, accounts receivable, purchasing, bank reconciliations, cash receipts and disbursements, etc.
- May process preliminary documents including research, calculation and form preparation for supervisor's review.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Works with light, easy to handle materials requiring little physical effort.

**Accounting Clerk A**  
**Page Two**

**MINIMUM EDUCATIONAL/EXPERIENCE REQUIREMENTS:**

Graduation from high school or equivalent plus one year of experience in cashiering/accounting work. Ten key by touch and basic keyboard skills. Ability to learn to use computers. The ability to deal and communicate effectively with individuals from diverse backgrounds. The ability to provide quality customer service. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

jam/N03/10/95  
ccp/09-02/revised  
ccp: 09/01/06 – rje  
revised: 04/2009-ccp  
revised: 08/2012 – emm  
revised: 12/2016 - emm  
ADA/tmm 12.13.18