

RANGE N01

**JTC NO. N07
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk B

DATE PREPARED: Fall 1985

DATE REVISED: Spring 1988; Spring 1992; Fall 2000; Fall 2002; Fall 2004;
Fall 2006; Summer 2012; Fall 2016

GENERAL SUMMARY:

Performs repetitive and non-repetitive, clerical accounting duties requiring familiarity with accounting office practices and procedures. Usually a front-line individual processing payment transactions requiring considerable amount of attention to detail.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Receives and accumulates documents and records, verifies for mathematical accuracy and completeness. May assign account numbers and input to computer database.
- Performs account reconciliations. Identifies and analyzes discrepancies. May prepare journal entries for specific accounts for supervisor's review.
- Responsible for a considerable amount of data input to spreadsheets, district-wide accounting system, and/or datasheets; performs calculation functions and generates periodic reports.
- Incumbents may perform accounting functions related to accounts receivable, accounts payable, purchasing, bank reconciliations, cash receipts and disbursements, etc.
- May be responsible for report distribution and handing out payroll and financial aid checks as assigned.
- May perform clerical support functions in relation to the assigned area, such as but not limited to, typing correspondence, filing, etc.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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

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MINIMUM EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Graduation from high school or GED equivalency including courses in bookkeeping plus one year of general bookkeeping/accounting experience. Ten key by touch and basic keyboarding skills. Ability to learn to use computer to access and input data. Ability to communicate and deal effectively and courteously with people 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. ***

kwt/N05/6/95
revised: 09/02; ccp
revised: 08/19/04; ccp
revised: 09/06; rje; ccp
revised: 08/2012 - emm
revised: 12/2016 - emm
ADA/tmm12.13.18