

Account Clerk II  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149233>

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Posted Nov. 9, 2020, removed Mar. 8, 2021

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|-----------------------------|---|
| <b>Job Title</b>            | Account Clerk II  |
| <b>Department</b>           | District Wide   |
| <b>Institution</b>          | San Diego Community College District<br>San Diego, California         |
| <b>Date Posted</b>          | Nov. 9, 2020  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Administrative Support/Services                                       |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/2059065">https://apptrkr.com/2059065</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

Account Clerk II

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

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The Account Clerk II performs accounting duties of above average difficulty and exercises independent judgment over an established accounting function.

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[url=[https://apptrkr.com/get\\_redirect.php?id=2059065&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/AccountClerkII.pdf](https://apptrkr.com/get_redirect.php?id=2059065&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/AccountClerkII.pdf)]here for description

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Major Responsibilities:

**FUNCTION:**

The Account Clerk II performs accounting duties of above average difficulty and exercises independent judgment over an established accounting function. Assigned accounts require more knowledge of accounting and District operations. Assignments are more complex and diverse and may involve accountability for a complete set of books for student body accounts or other program activities. Typical duties include: prepare documentation and respond to inquiries from external auditors; process claims and invoices for payments; reconcile account balances and bank statements; and troubleshoot and resolve a variety of issues related to the collection, accounting and disbursement of funds; duties of Account Clerk I and may act in a lead capacity.

Qualifications:

**REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:**

Graduation from high school and two years of accounting or financial record-keeping work experience; basic accounting and bookkeeping practices and procedures; modern office practices, procedures, and equipment including computers and accounting and/or bookkeeping software; accurately count and verify large sums of money; review data for comparison and reconciliation; understand and follow oral and written directions and effectively communicate with students and employees; make arithmetic calculations with speed and accuracy.

Desired Qualifications:

Licenses:

Pay Information:

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[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

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To apply, visit: [url=https://apptrkr.com/2059065]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

District Wide

San Diego Community College District

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