

Account Clerk I
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=155650>

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Posted Mar. 10, 2021, set to expire Jun. 30, 2021

Job Title	Account Clerk I
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 10, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

Account Clerk I

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

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The Account Clerk I is a journey level classification in this series and performs accounting clerical duties involving cashiering and/or routine accounts.

Click

[url=https://apptrkr.com/get_redirect.php?id=2179726&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/AccountClerkI.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

Typical duties include:

- * Collect, count and receipt money received from students and other offices;
- * Reconcile cash register;
- * Audit receipts and review documents for accuracy of data;
- * Prepare bank deposits;
- * Post invoices, payroll, and related information to a variety of ledgers, books, and databases;
- * Prepare funds requisition forms and assign appropriate budget codes;
- * Audit and generate third party billings;
- * Prepare and maintain a variety of forms and reports.

Qualifications:

Graduation from high school and six months of area related successful 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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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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