Description of Position

Under the direction of the Chief Accounting Officer, the Account Clerk performs a variety of cashiering and clerical duties. Reconciliation and maintenance of accounting records, support documents and financial and statistical reports within clearly established accounting systems and procedures. Incumbents in the Account Clerk classification perform routine accounting clerical duties of average difficulty within a structured system. This position is assigned to the Visalia and Tulare Campus.

Minimum Qualifications

Education and Experience:
Any combination equivalent to:
• graduation from high school and
• one year of accounting clerical experience involving payroll, financial or statistical record-keeping.

Representative Duties

• Gather, assemble, sort, tabulate, check and file a variety of financial and statistical data.
• Process a variety of documents involved in financial transactions, such as requisitions and warrants, according to established procedures.
• Receive money for student fees, bus passes, Pharos, student services, cards and tickets to various events; prepare receipts and maintain records of receipts.
• Type and verify a variety of materials, such as checks, invoices, purchase orders and warrants; distribute grant checks and payroll checks as required.
• Post, balance and adjust accounts; correct irregularities as necessary; assure that all data entered or posted is accurate and complete.
• Assemble financial and statistical data for various reports from files and records; assist in the preparation of financial and statistical reports as required.
• Maintain a variety of records, documents and files.
• Operate a variety of office machines including calculators, computers and typewriters; operate a cash register as needed for financial transactions.
• Clear cash registers as assigned; count and verify monies and prepare bank deposits.
• Perform various clerical duties, such as receiving and sorting incoming mail, and other materials, and filing.
• Utilize the District’s integrated software in performing the required duties of the position.
• Perform related duties as assigned.
Working Conditions

Environment
• Office environment.
• Constant interruptions.

Physical Abilities
• Ability to communicate with students/employees/public.
• Ability to inspect financial documents.
• Ability to sit and stand for extended period of time.
• Ability to reach in all directions.
• Ability to lift light objects.
• Ability to operate a computer and office equipment.

Conditions of Employment
• Salary is at Range 22AA ($13.47 hourly)
• Minimum 5% increase if promoted.
• 10–working month probationary period.
• Union membership upon employment.
• Retirement Plan.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline,

November 30, 2015 / 4:30 p.m.
• Completed COS classified application form
• Letter of interest which includes strength and interest in this position
• Resume

Send to:
Julie Carroll
(559) 737-6237
Human Resource Services
Position 5137-c-03-15
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277–2214

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”