

ADMINISTRATIVE ACCOUNTING CLERK

Job Description

CATEGORY: CLERICAL
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 38
REPORT TO: DIRECTOR OF BUSINESS SERVICES
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Administrative Accounting Clerk is responsible for accounting processes to maintain business transactions and advanced accounts receivables records in all aspects of student accounting. Performs cashiering duties; receives payments through cash, check and banking debit/credit cards and properly applies payments to outstanding accounts receivable and other similar transactions; reconciles cash drawer; analyses student billings; and supports other office tasks. Courtesy, customer service, and accuracy are imperative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions; prepares and sends invoices as necessary; receives and verifies invoices.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Collects and straps coins from the parking meter.
- Disburses faculty, staff, student work payroll checks, refunds checks W-2, 1098T, and 1099.
- Maintains automobile registration records and issues parking permits.
- Prepares vouchers, invoices, account statements, reports, spreadsheets, and other records.
- Ensures accountability of College receipts and funds at all times by balancing the daily cash checkout and assisting in preparing the deposits and reconciliations.
- Ensures the security of the College's funds by keeping monies and financial records recorded, locked, and secure from unauthorized access.
- Maintains current knowledge of cashier responsibilities and in the proper procedures for handling cash transactions, for operating specialized equipment, and on the department's general operating policies and procedures.
- Promotes a positive image of the College when handling customer/client problems by treating each individual with respect and resolving their concerns/complaints in a professional manner.
- Conducts general administrative duties such as answering phones, greeting visitors, assisting employees, and responding to phone calls; assists students via web-site, email, telephone, and one-on-one.
- Processes accounts receivable collections and refunds; processes requisitions as necessary.

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- Maintains competency and stays current with responsibilities through self-directed reading, attending professional development and training as required by the Controller.
- Contributes to the overall success of department by performing all other essential duties and responsibilities as assigned.
- Works with word processing, spreadsheet and database software to complete administrative tasks.
- Handles sensitive and extensive confidential information.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Serves on committees as appropriate and as appointed by supervisor.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrate organizational skills in handling and directing multiple and complex assignments and projects.
- Must be able to accurately account for monies and receipts collected for the College using established accounting procedures.
- Must have exceptional aptitude in accounting procedures, tested and proven clerical aptitude to include complex filing systems, accurate keyboarding, knowledge of accounting systems, and 10 key calculator by touch skills.
- The ability to learn, apply, and communicate policies, procedures, and regulations relevant to

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assigned account functions and make basic mathematical computations rapidly and accurately are required.

- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- A working knowledge of spreadsheets, word processing and other business software applications is required.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Excellent customer service skills and interpersonal skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Ability to communicate effectively, both orally and in writing, in a diverse, multi-cultural community environment.
- Ability to work accurately and efficiently in a fast paced environment with frequent interruptions.

REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or G.E.D. equivalent with college coursework in bookkeeping or accounting.
- At least one (1) year experience of cash handling, bookkeeping, or recording or compiling accounting transactions.

PREFERRED EDUCATION AND EXPERIENCE

- An Associate's degree from an accredited college or university in accounting or in a related field of business.
- Experience using cash receipts module of Colleague or another cash receipts module of another similar student oriented accounting system.

CERTIFICATES AND LICENSURES

None required.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent with college coursework in bookkeeping or accounting?
 - Yes
 - No
3. *Do you have at least one (1) year of cash handling, bookkeeping, or recording or compiling accounting transactions experience?
 - Yes
 - No
4. Do you have an Associate's degree from an accredited college or university in Accounting or in a related field of Business?
 - Yes
 - No
5. Do you have experience using cash receipts module of Colleague or another cash receipts module of another similar student oriented accounting system?
 - Yes
 - No