



POSITION DESCRIPTION

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|---------------------|---------------|------------------|------------|
| TITLE: | Account Clerk | CATEGORY: | Classified |
| FLSA STATUS: | Non-Exempt | GRADE: | C |

JOB SUMMARY: Perform complex clerical duties essential to the College's scheduled deadlines including financial documentation and banking documents/services.

In-person work on campus is an essential function of this position.

| ESSENTIAL FUNCTIONS: | YEARLY PERCENT OF TIME |
|--|-------------------------------|
| 1. Responsible for complex clerical services, including preparing variety of documents, including tables, drafts and composing correspondence and memos, office forms, monthly financial statements from draft form to the final Board agenda, and other documents; review, prepare, and maintain confidential reports and files. | 50% |
| 2. Respond to financial inquiries from students in reference to stop payments; issue stops on check through Internet banking system; and maintain files on stop payments and confirmations. | 25% |
| 3. Complete check control forms, issue blank checks for all computer check runs, responsible for the check inventory and maintain files. | 5% |
| 4. Answer phones, take messages, route calls, respond to or refer questions from staff and general public; open and distribute incoming mail. | 5% |
| 5. Assist in the retrieval of bank balances, initiate wire transfers and process direct deposits using the internet banking system as needed and in the absence of the Administrative Assistant. | 5% |
| 6. Perform cashiering duties in the absence of the cashier; receive and process a variety of cash, check, and/or charge payments; prepare customer receipts; provide check cashing services; prepare manual CIT check to replenish petty cash box to \$2000. Allocate and audit monies received to proper account; balance receipts; prepare and make bank deposits. | 5% |
| 7. Perform other duties as assigned. | 5% |

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree.

EXPERIENCE: One (1) year of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Computer literate, ability to use a ten-key calculator, basic math skills, familiar with basic accounting principles, good communications skills, ability to handle stressful situations and ability to provide excellent customer service.
2. **Equipment Used:** Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally lift or move up to 10 pounds. Specific vision abilities required to this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Courtesy, tact, and effectiveness in order to communicate with fellow workers, supervisors, and other members of the organization to request or transmit information, ask questions, get clarification, and exercise tact.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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| POSITION TITLE: | Account Clerk |
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | | X | |
| Sit | | | | X |
| Use hands to finger, handle or feel | | | X | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|--------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions(non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold(non-weather) | X | | | |
| Extreme hot (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (Clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X

Employee Signature

Date