



Job Description

Job Title: Accounting Clerk

JTC: CTT

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Perform a variety of routine general accounting support tasks within the department and handle basic office tasks that involve reporting, bookkeeping and research.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of accounting procedures and principles. Knowledge of and adhere to district policies, and comply with local, state and federal financial regulations. Demonstrated sense of integrity when working with sensitive and confidential financial information.

The ability to identify issues and solve routine problems or seek assistance when applicable. Understands accounting procedures within the district and knowledge of payroll policies and procedures. Ability to prepare routine administrative work.

Develop and maintain constructive working relationships with individuals of diverse backgrounds, within the organization in order to meet organizational goals. Basic understanding of spreadsheet software applications. Strong attention to detail, to avoid errors of any kind.

Basic personal computer skills including knowledge of spreadsheet and word processing software applications. Good organizational skills with the ability to multi-task, set priorities in order to meet established guidelines and attention to detail.

Ability to read, sort, check, count, verify numbers and balancing skills. Experience answering phone calls and listen effectively to relay information through oral or written communication. Excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work related experience. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain accounting database, update documents and records. Follows standards, procedures and applicable laws. Prepares reports as requested, submitting information on time.

Research, track and resolve accounting problems. Reviews codes, and verifies transactions and balances, review journal entries, and reconciles various kinds of transactions, listings, invoices and vouchers.

Support accounting personnel and foster a diverse environment. Perform simple accounting functions related to accounts receivable, accounts payable, purchasing functions, bank reconciliation, cash receipts and disbursements, etc.

Maintain a database ensuring records are complete and current. Responsible for performing daily cash count and balancing. File documents make paper and electronic copies when applicable.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.