

Classification and Qualification



STANDARDS

The California State University System

Accounting Clerk

Class Code 1733

Date Established 03-12-31

Date Revised 03-01-91

Occupation Index Reference C-4

DEFINITION:

Accounting Clerks perform clerical duties of limited scope in support of an accounting or financial record-keeping function. Employees occupying positions of this classification follow specific instructions and well-defined procedures. This classification may include those who are participating in a CSU campus training program to acquire the knowledge and abilities necessary to perform the duties of an Accounting Technician.

Typical Duties:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties within the scope of this classification.)

Accounting Clerks typically perform work involving some or all of the following duties: review repetitive financial documents for accuracy and completeness; make arithmetic calculations; assign routine transaction codes by referring to lists, manuals, or other reference sources; receive money, make change, prepare receipts, disburse checks, and keep record of amounts received and disbursed; gather numerical data; post financial information where the identification and location of postings are clearly indicated; and operate a personal computer and/or automated accounting systems. Incumbents may be assigned responsibility for providing instruction in operational procedures to other employees.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Working knowledge of arithmetic and general office methods, practices, and procedures.

Ability to learn basic financial record-keeping methods, procedures, and practices; make arithmetic calculations with speed and accuracy; maintain files and records; follow oral and written directions; establish and maintain effective working relationships with others; read, understand, and apply rules and regulations; operate standard office machines such as a calculator, adding machine, date stamp, typewriter, and/or word processor; and use personal computers and/or automated accounting systems.

and

Experience:

One year of general clerical experience.

or

Any combination of education and experience which provides the required knowledge and abilities.

Work Week Group: IN
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic