



# Trinity Valley Community College

## Job Description

### Accounting Clerk

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Perform cash handling functions at the cashier window including receiving and recording payments from students and other parties and disbursing petty cash payments; perform other Accounting Services duties as needed.

#### **REPORTS TO:**

Director of Accounting Services and Controller

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED with specialized courses in accounting, business or closely related field

##### **PREFERRED:**

Associate degree

##### **EXPERIENCE REQUIRED:**

Two (2) years' experience in computerized clerical accounting applications, accounts receivable, cashiering, or related area

##### **PREFERRED:**

Experience in higher education.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Basic Math                         |
| • Computer software proficiency – Microsoft Office | • Bookkeeping                        |
| • Operating equipment – office or otherwise        | • Attention to detail                |
| • Written and oral communication                   | • Operational systems and procedures |
| • Interpersonal and/or customer service skills     | • Organization                       |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

#### **RESPONSIBILITIES:**

- Assist and answer questions from students, faculty, administration and public regarding student account balances and other college related information.
- Transact business at the cashier's window.
- Maintain the cash drawer, balance cash daily.
- Serve as the primary backup for the Accounting Specialist (Accounts Receivable)

All TVCC positions are security sensitive and require a criminal background check.



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#### Accounting Clerk

- Assist in maintaining overdue balance process including placing student accounts in overdue status and placing or releasing holds on student accounts.
- Recommend enhancements to accounts receivable related policies and procedures; implement upon approval by the Controller.
- Manage student portal including student payment returns and communication management
- Act as lead cashier and point person for cashiers at all campus locations
- Serve as assistant to department staff members responsible for general ledger, bank account reconciliation, accounts payable, grant accounting, fixed asset accounting, regulatory and financial reporting, and other related duties as needed.
- Other duties as assigned by the Director of Accounting Services and Controller, or other appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

##### PHYSICAL DEMANDS:

- Requires: reaching, walking, finger dexterity, talking, hearing, seeing, repetitive motions, sedentary work, and computer work.

##### MENTAL DEMANDS:

- Emotional control under stress less than 25% of the time

##### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/11/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	Non-Coordinating
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1473
<b>DBM:</b>	A	<b>Travel Required:</b>	None
<b>IPDEDS/SOC CODE:</b>	15-1142	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	125	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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