Position Title: Accounting Clerk  
Position Department: General Services Center  
Status: Non-Exempt, Part Time  
Reports To: Assistant Accounting Manager  
Salary Range: $17.00 - $20.00 per hour (depending on experience)

Click [here](#) to apply!

**POSITION PURPOSE**
Under the supervision of the A.S. Assistant Accounting Manager, the incumbent supports accounting services for Campus Clubs/Student Organizations. Provides clerical and administrative support to operating and accounting systems. Instructs group representative on policies and procedures. Maintains a professional environment at all times.

**ASSOCIATED STUDENTS**
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**EDUCATION / EXPERIENCE**
Must have at least one year of accounting experience. The incumbent must have knowledge of the full cycle of Accounts Payable, Accounts Receivable and General Ledger. Experience performing detail-oriented work with a high degree of accuracy, while following established policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Position Knowledge and Success (40%)**
En ters data and performs all facets of our accounting system: G/L, A/R, A/P, Cash Receipts and Disbursements for recognized campus clubs and student organizations as well as purchasing/procurement responsibility; Reviews all requisitions with supporting documents (such as quotes, invoices, etc) to ensure accurate payments to vendors; Verifies G/L account balances, prepares checks and payments as determined; Prepares customized accounting reports within Stage Intacct database; distributes monthly account balances as requested by the student clubs.

Monitors student organization accounts and follows up on outstanding receipts for requisitions; Performs other general duties, such as faxing/emailing purchase orders to vendors, filing paid A/P requisitions, reconciling outstanding receipts, and handling inter-campus mail; Communicates with the student organizations and other A.S. departments via email or phone, as needed.

II. **Quality of Work (20%)**
Provides clerical support to the Finance and Accounting Manager; Maintains records and implements appropriate filing procedures as required; Ensures compliance with internal audit and University policies and procedures as defined.
Supports the finances and banking for 400+ student clubs and organizations; Ensures policies and procedures are in place for appropriate access to and use of organization funds.

Must be highly detailed-oriented for all tasks; Ensures procedures are up-to-date for the following tasks (but not limited to): A/P process, tracking outstanding requisitions for the student organizations, reconciling outstanding receipts, incoming mails, front desk counter sheet for accepting requisitions, and fiscal action sheets for club funding.

III. Communication Skills (10%)
Must have good oral, presentation and written skills; Ability to work with other people; Communicates with the student organizations and vendors, in addition to A.S. departments, via email or phone, as needed.

IV. Customer Service Skills (10%)
Maintains and assists front counter operations and services from time to time; Answers inquiries and interprets organizational policies to student organizations and customers; must be knowledgeable of all General Services Center functions.

V. Initiative Decision Making (10%)
Must have good analytical skills. Any initiative decision making must be consulted with his/her supervisor.

VI. Safety and Department Guidelines (5%)
Assists management in accident prevention activities. Unsafe conditions must be reported. Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. Under no circumstances, except an emergency, should an employee leave a shift without reporting an injury that occurred.

VII. Associated Students' Mission and Values (5%)
Our mission is to represent the students of San José State University and continually improve the quality of their educational opportunities and qualities of their experiences.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

- The incumbent must also respond to vendor/customer inquiries in a timely and efficient manner.
- Good oral, presentation, written, analytical and computational skills are important.
- The ability to establish and maintain harmonious relationships with staff and student leaders are also essential.
- Ability to effectively present information and respond to questions from Managers, students and customers.
- Ability to work independently with little or minimum supervision.
- Must be proficient in Microsoft program, including Word, Excel and computerized accounting system.
- Competency in analytical decision making is preferred.
- Requires good verbal and written communication skills.
- Requires excellent interpersonal skills.
- Demonstrates the ability to respond effectively and efficiently to requests.

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.
This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
The position will remain open until filled.

Click here to apply!