**POSITION DESCRIPTION**

**POSITION TITLE:** Accounting Clerk  
**CLASSIFICATION:** STDT 3  
**JOB TITLE CODE:** 4920  
**ORGANIZATIONAL UNIT:** Housing • Dining • Hospitality, Hospitality and Conference Services  
**REPORTS TO:** Operations Manager  
**DATES OF EMPLOYMENT:** 1 April – 8 September 2017 (start date may vary)  
**COMPENSATION:** $13.30 per hour  
**NUMBER OF POSITIONS:** 1

**GENERAL DESCRIPTION OF POSITION**

The Accounting Clerk will process, reconcile, and verify various transactions, prepare recaps and daily deposits to the Central Cashier, and train Hospitality Clerks on cash register and cash handling procedures. The Accounting Clerk will report to the Operations Manager and will also receive work assignments from the office career staff.

**TRAINING**

Must attend and assist with scheduled training sessions. All staff are required to read Employee Manual(s) and complete hands-on and online training modules. Training for this position will begin during Spring Quarter, with up to 20 hours scheduled per week. Training topics will include: Hospitality and Conference Services Orientation, EH&S Injury and Illness Prevention Program (IIPP), EH&S Driving UCSD Vehicles and Electric Carts, and more.

**WORK SCHEDULE**

Up to twenty (20) hours per week during Spring Quarter.

During the summer season, must be available for Full-Time employment, may not take summer session classes, and may not hold a second job at UC San Diego. Work up to forty (40) hours per week during Summer Season. Typical work schedule is Monday-Friday, 8:00am – 4:30pm. This position requires working eight (8) hour shifts and may require working a variable shift, including nights and weekends.

**JOB DUTIES**

- Verify and accurately account for daily transactions including verification and input of sales and deposits into custom database program.
- Maintain electronic and paper records, logs, and files. Track and maintain payment records in spreadsheets. Monitor and distribute Summer Triton Cards to conference service centers.
- Assist with staff shortages as needed. Responsibilities may include assisting with check-ins and check-outs, customer service, and other retail and conference service center related duties as needed as well as assisting the database clerk with data entry into conference database program. Provide administrative support.
- Assist with conference group billing and assist with generating and reconciling actual income reports.
EMPLOYMENT REQUIREMENTS

- Must be eligible for student employment at UC San Diego: must pay UC Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for fall quarter must pay Intent to Register Fees.
- Must have a valid California State Driver’s License and be willing to operate UC San Diego vehicles. Driver's record will be checked via DMV Employer Pull Notice Program at no cost to employee.
- During summer season (19 June – 8 September 2017): Must be available for Full-Time employment, may not take summer session classes, and may not have a second job at UC San Diego.
- May be required to work a variable shift, including nights and weekends.
- Must attend all training sessions and be available to work for the entire period of employment as listed in the “Dates of Employment”.
- Must abide by time-off request policy.
- Must be able to lift up to 50lbs.
- Independent worker with ability to follow written and verbal directions.
- Excellent interpersonal skills, social maturity, and leadership skills
- Ability to work under pressure, set priorities and meet deadlines.
- Ability to present a positive impression while interacting professionally with a diverse population.
- Must have the ability to maintain good working relationships with university community members and guests, including but not limited to conference clients, students, staff, peer employees, and vendors.
- Accounting Clerk must have strong cash handling experience with knowledge of standard cash reconciliation procedures.
- Ability to use personal computers and various software applications.
- Proven experience using Microsoft Word, Excel, and Outlook.
- Proficient in MS Excel; able to set up Excel spreadsheets and formulas, enter/retrieve data in database systems, and prepare reports.
- Ability to perform mathematical computations and to recognize errors.

PREFERRED SKILLS

- Office administrative experience, with ability to organize continuous work flow and meet mandatory deadlines while maintaining accuracy and neatness.
- Skill to establish and maintain computerized and hard copy filing.
- Skill in keeping records in a neat, legible, and orderly fashion.
- Proficient with MS Office Suite (especially MS Word, Excel, and Outlook)
- Familiarity with Adobe Acrobat

TIME-OFF POLICY

- Due to the nature of our business there will be NO time-off granted on scheduled training dates, during the month of June, or Labor Day weekend. Zero exceptions.
- Requests for time-off are subject to approval and will be reviewed on an individual basis. Submitting a request does not guarantee time-off. Time-off requests are limited to no more than two (2) consecutive days off at any time. Requests must be submitted in whole-day increments at least two (2) weeks in advance with a maximum of one (1) request per bi-weekly pay period.
- Time-off requests for Medical/Dental appointments should be submitted as soon as possible and requested in hourly increments for scheduling purposes. Medical/Dental appointments may require a doctor’s note for verification.

Revised: 21 February 2017