

Accounting Clerk (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262573>

Downloaded On: Sep. 16, 2025 3:26pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

**Job Title** Accounting Clerk (Reg FT)  
**Department** NA  
**Institution** Community College of Allegheny County  
Pittsburgh, Pennsylvania

**Date Posted** Sep. 16, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Administration - Accounting & Finance

**Apply Online Here** <https://apptrkr.com/6568173>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Accounting Clerk (Reg FT)**

**Position Title:** Accounting Clerk (Reg FT)

**Department:** Accounting

**Campus:** Office of College Services

**Additional Information:** Monday - Friday, 8:30 AM - 4:30 PM. Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

**Benefits:**

Accounting Clerk (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262573>

Downloaded On: Sep. 16, 2025 3:26pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

**Remote Work Option:** Hybrid (May be subject to change)

**Work hours (for hourly positions):**

**Salary Grade:** SEIU C - \$17.40

**Job Category:** Office Support Staff/Maintenance/Housekeeping

**Employment Type:** Regular Full-Time

**Job Slot:** 0041

**Job Open Date:**

Accounting Clerk (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262573>

Downloaded On: Sep. 16, 2025 3:26pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

9/12/2025

**Job Close Date:** 9/26/2025

**General Summary:** Assists in general clerical duties required to accomplish general accounting, cost accounting, accounts receivable, billing, payroll, auditing, bookkeeping, accounts payable and/or cashing functions.

**Job Specifications:**

**Education and Experience:** High school diploma or GED and 6 months of work related experience in an office environment.

**Certifications/Licensures:** N/A.

**Skills/Abilities Requirements:** Working knowledge of computerized accounting systems, spreadsheet and word processing required. Ability to accurately check manual calculations. Ability to travel to perform work duties at any campus or center location within the CCAC system. Must be able to operate various office equipment, including a personal computer and appropriate College software packages or equivalent. Should possess good organizational, customer service, communication, interpersonal and clerical skills. Detail oriented, ability to multi-task meet deadlines and be a team player. Required to have regular and timely attendance.

**Physical Requirements, If Applicable:** Must be able to sit without a break for up to two hours.

**Physical Requirements, If Applicable:** Must be able to type 25 wpm for a two hour interval without interruption; able to sit without a break for up to three hours. Ability to communicate effectively and follow written and oral instructions.

**Duties:**

1. Provides quality customer service to both internal and external customers.
2. Prepares and/or processes various electronic/paper forms, reports, records, invoices and/or correspondence, including journal entries; receives, and responds, or handles to related mail, phone calls and other inquiries; maintains contacts and reconciles discrepancies with external parties.
3. Assists with reconciling accounts; posts, balances and codes data; processes transactions; prepares related records, logs and reports.
4. Communicates with internal and external constituencies regarding various matters.
5. Under direct supervision, performs general clerical accounting duties in of one of the following areas:

**Accounts Payable:** Prepares invoices for payment, verifies codes, prices, approvals, and quantities

Accounting Clerk (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262573>

Downloaded On: Sep. 16, 2025 3:26pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

on each invoice. Processes void transactions and reissues checks through use of college software.

**Payroll:** Processes payroll forms both paper and electronically in order to properly execute payroll procedures.

**Financial Aid:** Processes student loans; verifies loan approvals; keeps apprised of changes in student status as well as financial aid regulations-both state and federal regulations. Assist with FASFA questions and education to student and parents in relation to financial aid. Assist with student and parental education in relation to financial aid rules in relation to course attendance, course drops, registrations, and CCAC related policies and procedures.

**Bursar/Student Accounts:** Processes cash receipt and student account transactions; analyzes student accounts; researches and respond to related inquiries and complaints; prepares paperwork for collections and reimbursements; and prepares and processes third-party billings. Performs duties related to issuing student refunds. This includes account analysis, financial aid refunds, and general refunds.

**Workforce Development:** Processes drops, adds, and transfers based on CCAC policies and procedures. Researches and resolves registration issues related to non-credit class. This includes processing duplicate IDs, name changes, sponsorships, financial related issues, and other various issues as they arise.

6. Perform all duties in accordance with applicable laws, collective bargaining agreements, board policies and administrative regulations and directives.

7. Performs other clerical duties for specific/unique needs of the department.

8. Performs other related duties as required or assigned.

**Clearances:** Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1824>

## Contact Information

Please reference Academickeys in your cover letter when

Accounting Clerk (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262573>

Downloaded On: Sep. 16, 2025 3:26pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

applying for or inquiring about this job announcement.

**Contact**

NA

Community College of Allegheny County

,