

# CLAUDIA SANTOS

Accounting Technician III

(562) 860-2451 Ext. 2230

[csantos@Cerritos.edu](mailto:csantos@Cerritos.edu)

# DUTIES & RESPONSIBILITIES:

- ▶ \* Accounts Receivable:
  - ▶ Invoicing (District Invoices)
  - ▶ Cash Receipts –departmental checks, credit cards, wire transfers, and cash
  - ▶ Collections on District Invoices

## \* General Accounting:

Journal Entries for Month-End and Year-End Close

Balance Sheet & Revenue reconciliations for Annual Audit

ASCC Budget into QuickBooks and SpendMap

Backup for ASCC check processing & District check run distribution