

Clerk, Accounting

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 165000

Job Series/Job Family: Business Services Series / Student Accounts Family

Reports To

Supervisor or Manager

Job Purpose

Depending on area of assignment, performs a variety of complex clerical, accounting, and bookkeeping duties which may include posting, updating, reconciling, routine auditing, and preparing financial reports.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Verifies and edits various accounting reports.
2. Processes billings for sponsors, auxiliary accounts, and verifies sponsor agreements and waiver exemptions.
3. Researches banking or billing transactions for accuracy utilizing on-line resources to resolve discrepancies.
4. Reconciles accounts.
5. Audits invoices for accuracy.
6. Compiles data and prepares reports.
7. Serves as a liaison to vendors and departments.
8. Conducts research in relation to invoices, general ledger entries, or other issues.
9. Provides assistance with special projects as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices of clerical accounting, auditing, and bookkeeping.
- Various types of filing systems.
- Office practices, procedures, and equipment.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Work is performed in a standard office environment.

Work Experience

Required

- One year related work experience in an accounting environment or business related field, including some customer service work experience.

Preferred

- Two years or more of related work experience in an accounting environment or business related field.

Education

Required

- High School diploma or equivalent.

Preferred

- Six college level credit hours in accounting.

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures, and/or Datatel software.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.