

<b>TITLE:</b> <u>Sr. Accounting Clerk</u>	<b>SALARY</b> <b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b> <b>CODE:</b> <u>SA401</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b> <b>GRADE:</b> <u>3</u>	<b>EEO</b> <b>CODE:</b> <u>40</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Perform moderately complex clerical and bookkeeping work routines applying accepted methods and procedures in the processing and recording of various financial documents for a School, College, Division or Center/Institute of the University. Utilize technical knowledge or aptitude for making mathematical computations and handling a volume of detailed numeric work.

**ESSENTIAL JOB FUNCTIONS**

- Audit, voucher and process a variety of financial documents including receipts and disbursements following standard bookkeeping methods and established University guidelines and procedures, e.g. Special Payment Authorization (SPA), Travel Expense Report (TER), Contract Payment Authorization (CPA), Contract Information Transmittal (CIT), Internal Requisition Billing (IRB), stipends and/or petty cash vouchers. Check and verify data and determine accuracy of submitted documents, e.g. account and invoice numbers, signatures, descriptions, etc.
- Receive and input data into computerized financial accounting system. Update on-line records; add, delete and edit data. Create records of vendor information and payment of services. Review and verify coded data for accurate report generation.
- Maintain and balance bookkeeping records for a specific area or unit. Reconcile special accounts (e.g. tuition) and loans (short and long-term); maintain general accounting ledger according to established procedures. Process, deposit and distribute checks (e.g. trusteeship), tickets, etc.
- Compile statistical data; prepare special activity or productivity reports, e.g. number of documents processed. Maintain payment records and/or logs. Run tapes to proofread, check and verify accuracy of document data.
- Answer general inquiries regarding departmental operations, activities and established applicable University guidelines and regulations, e.g. APPM, FAS, etc. Resolve problems and answer questions regarding vendor payment and on processing of financial documents. Contact appropriate University personnel regarding errors or discrepancies on financial forms.
- May provide functional supervision to a small number (1-3) of student or part-time technician support personnel. Assign routine clerical and data entry activities. Train in appropriate methods and procedures.

- Perform standard clerical functions. Operate computer terminal and general office equipment, e.g. calculator, typewriter, photocopier, etc. Type routine correspondence, forms and memos; schedule appointments and reservations; prepare mailings, etc.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This senior classification level is designed to perform procedural work routines involving moderately complex clerical and bookkeeping activities in the processing and recording of various financial documents, e.g. Special Payment Authorization (SPA), Travel Expense Report (TER), Contract Payment Authorization (CPA), Contract Information Transmittal (CIT), Internal Requisition Billing (IRB), stipends and/or petty cash vouchers. Work activities involve thinking within standard practices, instructions and procedures. The incumbent should have an aptitude for making mathematical computations and the ability to process a large volume of detailed numeric documents as well as understand and follow complex oral and/or written instructions. Functional supervision may be exercised over a small number (1-3) of student or part-time technician support personnel. This classification is generally located in the Division of Fiscal Operations or designated personnel and fiscal areas of responsibility in a School, College, Division or Center/Institute of the University. This classification reports to and receives work direction from a professional Accountant, administrative or a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience; coursework in bookkeeping or accounting preferred.
- Some experience in bookkeeping, accounting or office recordkeeping.
- Some experience using and knowledge of Financial Accounting System (FAS) preferred.
- Ability to make mathematical computations accurately.
- Ability to operate standard office equipment.
- Some knowledge of University policies, procedures and regulations is necessary.
- Ability to work within established deadlines and in pressure situations.
- Strong organizational skills; keen attention to detail.
- Ability to type with speed and accuracy and data entry skills may be required.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions as Accounting Clerk, Office Clerk or Secretary.