

TITLE: <u>Accounting Clerk</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA403</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform standardized clerical and basic bookkeeping work routines in the processing and recording of various financial documents for a School, College Division or Center/Institute of the University. Work activities include making mathematical calculations and operating standard office equipment and machines.

ESSENTIAL JOB FUNCTIONS

- Audit, voucher and process financial documents such as invoices and travel expense claims. Check and verify information of submitted documents, e.g. account and invoice numbers, addresses, signatures, etc. Commit funds and reconcile various general and grant fund accounts.
- Perform a variety of clerical activities and general office procedures. Type routine correspondence, letters, memos and forms. Operate standard office equipment and machines, e.g. computer terminal, calculator, typewriter, photocopier. Schedule appointments and make reservations. Order and monitor department supply inventory. Set-up and maintain files.
- Compile statistical data; prepare workflow activity logs and productivity reports, e.g. documents processed. Input, update and edit data via computerized financial accounting system and/or department on-line record system, e.g. place and release loan holds. Review and verify reports, scans and listings regarding financial account and payment information.
- Answer general inquiries regarding department operations and University guidelines and procedures, e.g. APPM, FAS, etc; resolve routine problems and direct non-routine questions to appropriate personnel. Contact University personnel to correct or clarify errors or discrepancies on financial documents.
- May provide functional work direction of assigned tasks to a small number (1-3) of students or part-time technician support personnel. Assign routine clerical and data entry activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry classification level is designed to perform standardized clerical and basic bookkeeping work routines applying established methods and instructions in the processing and recording of financial documents, e.g. invoices, travel expense claims, etc. Work activities demand thinking within detailed standard practices, instructions and under close supervision. The incumbent should have an aptitude for mathematical computations, an ability to operate standard office equipment and keen attention for detail. Functional work direction of assigned tasks may be exercised over a small number (1-3) of student and/or part-time technician support personnel. This classification is generally located in the Division of Fiscal Operations or designated personnel or fiscal areas of responsibility in a School, College or Division or Center/Institute of the University. This classification reports to and receives work direction from a professional Accountant, administrative or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of and experience in general office functions.
- Ability to operate standard office equipment.
- Some knowledge of University policies, procedures and regulations preferred.
- Ability to make mathematical computations accurately.
- Ability to type with speed and accuracy and data entry skills may be required.
- Ability to communicate effectively with others.
- Strong organizational skills; keen attention to detail.
- Typically, incumbents have held positions as Office Clerk and/or Secretary.