

Account Clerk 1

Skill Level: 4

FLSA Status: Non-exempt

IPEDS: 410

Job Purpose: Entry-level position, performing tasks related to applying general bookkeeping principles to maintain fiscal records.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Allocates debits, credits, costs, charges or similar items according to established procedure and protocol.
Posts entries to individual accounts.
Reconcile, balance and or correct items or accounts
Determine specifications, verify and classify items or information.
Verify income generated by unit's activities; maintain and reconcile petty cash; prepare bank deposits.
Complete invoices, bills or purchase orders and verify information for accuracy.
Compile information to assist with reports or financial statement preparation

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
These functions may vary by institution.
Incumbents may provide backup to various functions within the unit.
May be required to perform related clerical tasks as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED and six months bookkeeping experience or an equivalent combination of directly related knowledge and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of general bookkeeping procedures and principles
Knowledge of computer and spreadsheet applications
Knowledge of standard office procedures and equipment
Knowledge of business English and mathematics

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	4	413022122

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.