

Account Clerk 3

Skill Level: 6

FLSA Status: Non-exempt

IPEDS: 410

Job Purpose: Performs complex accounting and auditing tasks, reconciliation and related accounting functions in support of the department. Provide assistance to internal and external customers to resolve complex financial inquiries and complex business problems i.e., Contracts, Restricted Grant Accounts, etc.

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

Respond to complex customer and vendor requests for information. Research complex account information and resolve or report results to management.

Advise and counsel customers and vendors on University policies and procedures.

Research, reconcile and balance complex financial records with accounting reports and related financial information. Correct records as necessary.

Research account delinquencies; develop and distribute collections correspondence and make follow up calls.

Verify invoices received with purchase orders. Resolve discrepancies and consult University purchasing policy to ensure compliance.

Code invoices for charges to appropriate department(s) and account(s) in the general ledger, approve for payment or submit to management for payment approval.

Maintain departmental requests and receipts for purchases not requiring a purchase order, determines whether requests and receipts meet University guidelines, request additional justification or management approval.

Completes reimbursement procedures for cash reimbursement, meal reimbursement or travel claims.

Create and maintain Federal, State and restricted accounts to University online system. This may include faculty research, public service, scholarship accounts, instructional development, agency accounts etc.

Verify payments received with invoice and account information by referencing systems and reports.

Ensure payments are accurately posted on University systems.

Generate reports to verify billings, post journal entries for grant awards and amounts billed, transfer expenses to appropriate accounts, etc.

May prepare statistical reports and financial statements.

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.

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:

May supervise, assign or check the work of student workers, temporary employees and or lower level clerical employees performing similar accounting or auditing tasks.

Job Specifications:

High School diploma or GED and two years progressively responsible accounting, general office experience and or supervision required. Strong customer service skills required. Bachelor's degree in accounting or related field preferred.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of advanced bookkeeping procedures and principles
Able to supervise and motivate staff
Ability to work independently and maintain confidentiality
Ability to make independent decisions
10 key calculator
Advanced mathematical abilities, i.e. compute rate, ratio and percent
Proficiency with computerized accounting systems (FRS, HRS, SIS, etc.) and associated software programs i.e., Word, Excel, FOCUS, etc.
Effective customer service and supervisory skills
Ability to multi-task, with attention to detail and accuracy.
Able to resolve complex accounting/bookkeeping problems accurately

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.

Date
5/2004

Skill
6

Evaluation
513031332

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.