Human Resource Services

Annual Salary Range: $21,960 - $32,295 Status: Non-Exempt Position No:

Account Clerk II

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Assist the Fiscal Affairs Specialist with daily activities: Personnel Traction Report (PTR), requisition entry, prepare payroll vouchers, assist accounts payable and purchasing, daily revenue transmittals, and assisting both research and extension staff/faculty with budget question and guidelines. Fulfill work requirements for the Fiscal Affairs Specialist when he/she is not available.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

25% Process invoices for payment.

20% Assist Purchasing Department in reviewing open purchase orders prior to each fiscal year end; Close purchase orders as appropriate.

15% Resolve invoice/payment discrepancies by communicating with vendors and University employees.

10% Assist Purchasing Department in maintain vendors files.

10% Answer questions from University employees regarding use of the financial software.

5% Maintain Accounts Payable files.

3% Match checks with appropriate documentation and prepare for disbursement by Cashier's Office.

3% Review checks for accuracy of addresses and amounts; Correct problems.

2% Print Accounts Payable checks.

2% Reconcile vendors' statements.

2% Prepare documentation for both internal and external auditors or for submission to agencies.

2% Print Student Accounts and Payroll Vendor checks.

1% File Student Accounts and Payroll Vendor checks which are stored in the Accounts Payable Office.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Test various scenarios in Datatel Test Account when problems arise.
Assist in preparation and maintenance of department manuals.
Serve as backup Cashier during busy times/
Special project as needed such as:

- Assist Purchasing Department in reviewing and entering vendor files during software conversion.
- Prepare and analyze results of End User Survey to identify retaining needs.

Serve as member of Datatel Finance Committee
Take minutes of Datatel Finance Committee as needed
Sort and distribute department mail in absence of Administrative Assistant
Assist with Issuance of 1099
Review/Flag Invoices for Fixed Asset Categories.

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

None.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Qualifies individual must be able to compile date from vendor invoices and supporting documents to verify the accuracy of billings, compare invoices to purchase order, verify receipt of goods, and enter vouchers for payment.

Individual will be required to run vendor checks and student refund checks, assists in the maintenance of the computerized vendor files as well as maintain an efficient vendor filing system.

Individual must be able to communicate effectively with internal and external entities.

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

Some college level accounting preferred.

Graduation from a vocational/technical business or related school with an emphasis in accounting or business is preferred.

A minimum of two year work experience in Accounts Payable re required. A working knowledge of governmental and/or fund accounting is desirable.

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

None

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Must be able to communicate effectively with internal and external entities.

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers
7. Normal coordination, including eye-hand, hand-foot
8. Normal endurance

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;