

Classification and Qualification STANDARDS

Accounting Clerk

*Class Code: 1733
Issue Date: 10-01-2012
FLSA: Non-Exempt*

OVERVIEW:

Accounting Clerks perform clerical duties of limited scope in support of an accounting or financial record-keeping function. Incumbents occupying this classification follow specific instructions and well-defined procedures.

The Accounting Clerk classification is distinguished from other clerical series by a primary responsibility for performing routine and repetitive financial or cash-related clerical duties. The Accounting Clerk classification is distinguished from the Accounting Technician series in that the Technician series has primary responsibility for providing technical support to functional units regarding receiving and disbursing university and/or auxiliary funds and recording financial transactions.

TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Accounting Clerks; they are not meant to be all-inclusive or restrictive. Work assignments may involve other related activities within the scope of this classification.

Accounting Clerks typically perform work involving some or all of the following duties: review repetitive financial documents for accuracy and completeness; make mathematical calculations; assign routine transaction codes by referring to lists, manuals, or other reference sources; receive money, make change, balance cash drawer, operate bulk coin counter and bulk currency counter; prepare receipts, disburse checks, and keep record of amounts received and disbursed; gather numerical data; post financial information where the identification and location of postings are clearly indicated; respond to routine inquiries regarding appropriate forms, websites, and resources to faculty, staff and general public, referring them to the appropriate staff member when more extensive interpretation is required; perform routine clerical functions such as sorting mail, data entry, greeting customers, answering phones and providing assistance, filing and using standard office equipment such as copy machines; provide routine assistance with web site applications; and use current computer word processing and spreadsheet software programs, web browsers, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Working knowledge of mathematical and general office methods, practices, and procedures. Ability to learn basic financial record-keeping methods, procedures, and practices; make mathematical calculations with speed and accuracy; maintain files and records; follow oral and written directions; communicate effectively with others; read, understand, and apply rules and regulations; and use current computer word processing and spreadsheet software programs, web browsers, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid to complete tasks. Read and write English at a level appropriate to the position.