



JOB TITLE	DEPARTMENT	REPORTS TO
Accounting Clerk	Business Services	Director of Finance

Position No: 75032	Length of Work Year: 12 Months
Salary Schedule: V2F	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99

JOB GOAL
This is specialized clerical work involving application of accounting principles in the maintenance of accounting of fiscal records.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent, including or supplemented by courses in bookkeeping or accounting. 2. A minimum of two (2) years of clerical experience or the equivalent combination of training and experience. 3. Test of data entry proficiency. 4. Familiarity with the use of standard office equipment and accounting machines. 5. T.A.B.E. test or successful completion of one (1) year of college work. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To conduct routine pre-audits and post-audits by examining, analyzing and verifying invoices, bills and vouchers, records, funds, and accounts. 2. To prepare invoices for payment. 3. To create folders and file invoices. 4. To maintain records of expenditures to accounts. 5. To post billings, balancing billing tapes against controls. 6. To post daily credits, balancing books. 7. To adjust accounts from memoranda crediting payments to accounts. 8. To answer vendor questions as appropriate. 9. To prepare various budget reports. 10. To assist in other accounting and bookkeeping functions. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.