

Classification Specification: Accounting Clerk

Classification Number: 16511 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Under general supervision, posts accounting transactions to ledgers, journals or cash books. Reviews, codes and processes accounting documents. Performs a variety of clerical tasks.

Essential/Primary Duties

- Serves as a receptionist for the office by answering the phone and greeting walk-in visitors.
- Processes and enters vouchers and support data.
- Sorts and distributes first class and interoffice mail.
- Assists in verifying and mailing accounts payable checks.
- Assists in the generation and distribution of daily payments. Maintains a log verifying receipt of payments. Scans and records accounts payable checks and invoices, and issues emergency checks if needed.
- Provides backup support for processing pay cycles.
- Processes deposits.
- Orders supplies for the area. Troubleshoots copier and fax machine problems.
- Assists with record retention within the office.
- Performs general clerical tasks as needed.

Experience and Education

Experience

- No previous related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None