

# Classification Specification: Sr. Accounting Clerk

Classification Number: 16512  
Effective Date: 04/14/2014

Pay Grade: 25  
Current Exemption Status: Nonexempt

## Position Summary

Under general supervision provides accounting functions in department such as analyzes costs, verifies invoices and corrects discrepancies. Monitors and reconciles budget reports. Processes vouchers, requisitions, invoices and remittances for receipt and disbursement of funds.

## Essential/Primary Duties

- Gathers, compiles and analyzes data on accounts, expenditures, financial statements and reports. Reconciles budget reports and prepares income and expense reports. Assists with internal audits.
- Analyzes and processes purchase requisitions and verifies invoices.
- Posts, updates and balances internal accounts using department software to coordinate receipt and disbursement of funds.
- Prepares and coordinates invoices. Creates department transfers.
- Prepares and coordinates disbursement of funds, including encumbrances, payment requests and credit card transactions.
- Answers phone calls and other inquiries related to the accounting function. Prepares reports and other correspondence as needed. Maintains records.

## Experience and Education

### Experience

- Six months 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 generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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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

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

Account Clerks or other staff

**Part-Time**

None

### Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.