



## Accounting Clerk

**Job Code:** 6513

**Salary Grade:** S05

**FLSA Status:** Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Performing routine clerical and accounting tasks following established standards.

- Posts journal entries.
- Checks prepared documents and forwards to proper office.
- Prepares disbursement orders, travel, and miscellaneous claims.
- Receives and verifies deposits and maintains cash drawer.
- Prepares and types reports and financial statements following prescribed formats.
- Maintains filing systems and accounting records.
- Responds to routine financial inquiries from internal and external customers.
- Prepares and scans documents into the optical imaging system.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: High School diploma or GED

**Experience:**

Required: None

**Certifications or Licenses:**

None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing.
- Basic computer skills.
- Detail oriented for accuracy of data and information.
- Ability to build rapport with students, faculty and staff.
- Strong initiative to solve problems.
- Customer service.

### Working Conditions

**Physical:**

Sitting for prolonged periods. Communicate effectively and listens. Manual dexterity and engage in repetitive motion.

**Environmental:**

Standard Office Environment

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