

Sam Houston State University Human Resources

Staff Classification Description – Accounting Clerk I

Skill Category: Clerical

Position (Employee) Class: 5N100 (N1); 5N101 (NA), 5N109 (NB)

Grade: 3

Date: 10/2017

Department: As assigned.

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Prefer specialized courses in bookkeeping. One year of general bookkeeping experience or in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs a variety of clerical accounting tasks requiring limited independent judgment and a basic knowledge of book keeping principles for the department.

Supervision Given & Received: Works under general supervision of an accounting clerk of higher grade.

Primary Responsibilities: Makes budget entries, encumbers budget accounts, and makes journal voucher charges. Posts summaries to ledgers and subledgers. Pays purchase order invoices. Matches invoices, purchase orders and receiving reports and calculating correct amount to be paid. Assembles and prepares data for posting, either manually or by machine, such as a computer terminal, of debits and credits to individual account records and ledgers. Prepares simple reports from accounting records. Clears overdrafts by transferring funds, determining cause of overdraft by review of subledger and overdraft printout. Performs data entry via computer terminal. Prepares journal vouchers, cash receipt vouchers, and other documents affecting the transfer of cash funds. Performs other related duties as assigned.

Other Specifications: Use of calculator, adding machine, typewriter, and/or computer terminal; may require the ability to type. Accuracy in all duties performed. Work is performed mostly in a general office or other reasonably pleasant working area with an almost complete absence of disagreeable working conditions. May devote up to 25 percent of the time to routine contacts by telephone with employees of other work-units to obtain or provide information.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.