

## Sam Houston State University Human Resources

---

### Staff Classification Description – Accounting Clerk II

---

**Skill Category:** Clerical

**Position (Employee) Class:** 5N102 (N1); 5N104 (TD), 5N106 (NA)

**Grade:** 5

**Date:** 08/2014

**Department:** As assigned.

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. College courses in accounting, bookkeeping, and/or business would be helpful. Three years of experience in accounting or 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 moderately complex clerical accounting tasks requiring a moderate use of independent judgment and a good working knowledge of bookkeeping principles for the department.

**Supervision Given & Received:** Works under minimum supervision and may provide working supervision of one to two Accounting Clerk I's, clerical support staff, or student employees.

**Primary Responsibilities:** Prepares hourly and reimbursable payrolls, including reconciliation of time sheets against printouts, posting WCI, UCI, and premium sharing to year-to-date sheets. Prepares payroll vouchers by sub ledger accounts, and reconciliation of net pay and net deductions to gross pay. Posts document manually or by machine, to appropriate journals and ledgers. Checks and proofs entries and balancing with predetermined totals. Reconciliation of bank statements. Audits travel expense claims, standards and procedures. Prepares vouchers and other documents affecting payment of funds. Prepares expenditure reports, salaries, travel, M & O, etc. Assists in taking trial balance. Performs other related duties as assigned.

**Other Specifications:** Use of calculator, typewriter, and/or computer. May require the ability to type. Proficiency and 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 time to routine contacts by telephone with employees of other work units to obtain or provide information relating to work.

**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.**