

Sam Houston State University Human Resources

Staff Classification Description – Accounting Clerk III

Skill Category: Clerical

Position (Employee) Class: 5N103 (N1), 5N107 (NA), 5N108 (NB)

Grade: 7

Date: 10/2017

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. Four 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 highly 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 general direction and may provide working supervision for one to five Accounting Clerks I and II.

Primary Responsibilities: Performs the most complex clerical tasks such as taking trial balances, including reconciliation of discrepancies and making required corrections; data entry and balance of time sheets and leave reports; calculation of leave without pay, overtime and equivalent pay; audit various leave balances; produce month of service calculations to support longevity and hazardous duty pay; preparation and processing of checks and check stubs; communication with departments regarding time sheets and leave reports; communication with employees regarding missing documentation. Performs other related duties as assigned.

Other Specifications: Ability to handle large volumes of data entry with speed and accuracy is critical. Use of calculator, adding machine, typewriter, and 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. Work requires the ability to perform work of considerable complexity which involves working independently towards general results, devising new work methods, interpreting policy, or meeting new conditions necessitating a high degree of ingenuity, initiative, and judgment. May devote from 25% to 50% of time to routine contacts by telephone with employees of other work units in obtaining or supplying 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.