

## Sam Houston State University Human Resources

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### Staff Classification Description – Accounting Clerk IV

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**Skill Category:** Clerical

**Position (Employee) Class:** 5N105 (N1) 5N110 (NB)

**Grade:** 8

**Date:** 08/2014

**Department:** As assigned.

**Educational & Experience Requirement:** High school graduate supplemented by specialized courses in bookkeeping or accounting. College courses in accounting, bookkeeping, and/or business would be helpful. Five years of experience as an Accounting Clerk or its governmental or commercial equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs advanced (senior-level) clerical work in areas such as bookkeeping or accounting for the department.

**Supervision Given & Received:** Works under minimum supervision and may provide working supervision of from one to five Accounting Clerks I, II, and III.

**Primary Responsibilities:** Answers inquires regarding policies and procedures, assists the public and staff in filling out forms and provides information to the public by mail or phone. Reviews, edits, and reconciles discrepancies in reports, correspondence, vouchers, journals, ledgers, requisitions, records, and other related forms. Reviews and edits information on agency records and recommends modification of forms or records. Reviews data entry, retrieval, and data searches. Prepares comprehensive travel reports for the Board of Regents. Reviews various Banner reports and researches when necessary. Conducts travel training for the University faculty and staff. Audits travel vouchers and documents for compliance. May supervise the work of others. Performs other related duties as assigned.

**Other Specifications:** Ability to use a calculator, computer, and other office equipment is required. Proficiency and accuracy in all duties performed. Ability to supervise the work of others. 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% 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.**