Accounting Clerk II

Job Code 00007023

General Description
Responsible for performing varied clerical accounting work involving the processing, recording and maintenance of financial data and/or statistical records.

Examples of Duties
Verify accounting data for accuracy.
Post accounts receivable and accounts payable to automated systems.
Enter financial information into computer.
Process purchase orders, payroll information, inter-departmental transfers, invoices, credit memos, and vouchers.
Disburse and account for petty cash fund.
Reconcile or assist in reconciling internal ledgers to university accounting ledgers or bank statements.
Balance vouchers, checks, ledger entries against monthly statements.
Prepare activity and status reports, forms.
Receive payments, prepare receipts and make deposits.
Balance and prepare cash drawers.
Resolve discrepancies.
Assist with researching problems related to area of assignment.
Assist in accumulating information for audits.
Contact borrowers with delinquent accounts and negotiate repayment agreements.
Greet and assist customers and visitors as appropriate.
Record budget transactions, reconcile budgets, and resolve discrepancies.
May supervise staff employees.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: basic accounting, auditing, and budgeting principles; mainframe and/or desktop-based automated spreadsheets and other software used in assigned department; specialized knowledge of other areas, such as loan collections, may be required depending on job assignment.
Skill in: dealing with customers and borrowers.
Ability to: read and verify documents, spreadsheets, and logs for accuracy; maintain spreadsheet data; understand policy and procedure manuals; interpret complex instructions; complete forms and logs; prepare reports and correspondence; interact courteously with visitors and staff; work within strict time lines with numerous interruptions; maintain effective filing systems.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/18/2012