Head Accounting Clerk

Job Code 00007071

**General Description**
Responsible for performing complex accounting clerical work and provide working supervision to accounting clerk staff.

**Examples of Duties**
- Prepare accounting documents and reports.
- Resolve discrepancies in accounting records.
- Develop and maintain complex filing and tracking systems.
- Process documents by correctly coding and entering into automated system.
- Research state and federal regulations to ensure documentation is accurate and transactions are valid.
- Audit and reconcile accounts and petty cash reimbursements for accuracy.
- Process payments, invoices, and purchase orders.
- Open, sort, and date stamp incoming mail.
- Coordinate travel applications, travel vouchers, registration fees, airfare on University Business Travel Account, and vehicle rentals.
- Answer phone calls, screen and transfer calls.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:**
- State and federal laws, guidelines, policies related to job assignment, such as State of Texas travel regulations, or IRS guidelines; university and state automated accounting systems; moderate accounting principles; university policies and procedures related to procurement process; how to process payments and other transactions.

**Skill in:**
- Establishing and maintaining moderate financial records; prioritizing workload for self and others; business and telephone etiquette; using a 10 key calculator.

**Ability to:**
- Understand complex policies & procedures; complete forms; write grammatically correct reports; explain complex regulations to university employees and vendors; compare and verify columns of numbers; count money and make change; balance reports; effectively direct the work of others and interact courteously with often hostile people; work as team member; analyze basic accounting information; perform basic math; establish rapport with staff, faculty, students, and vendors; set up and maintain file system; prepare and conduct training for University staff.

**Education and Experience**
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

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