

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.

Educational 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