Accounting Clerk II

The University Libraries at Texas State University are seeking qualified applicants for the position of Accounting Clerk II for the Administrative Services Department. Reporting to the Head Accounting Clerk, this position processes, records and maintains financial data pertaining to library collection development, trains and supervises student workers to perform assigned duties, provides high quality customer service, and assists team members as needed.

The Accounting Clerk II works extensively in three systems: SAP, the university’s current enterprise software system; BDMS, the university’s document storing repository system; and Sierra, the integrated library system (ILS).

**RESPONSIBILITIES:** Prepare, process and enter vendor invoices for payment. Prepare and process modifications related to fund commitments and vendor invoices. Update fund commitments and complete encumbrance reconciliation between systems. Reconcile spreadsheet to coincide with fund commitment modifications. Assists in locating outstanding invoices and clearing discrepancies and digital retention of vendor statements. Assist in daily expense reconciliation between SAP, BDMS and Sierra. Ensure all three systems match. Manage vendor relations and set-up. Train and supervise student worker. Provide information to Acquisition staff, vendors, and various University departments. Assist with evening and weekend events as needed. Prepare and process P-card transactions into Sierra, SAP, and reconciliation spreadsheet. Release previous fund commitments in SAP. Assist departments with tracking monthly P-card transactions, making appropriate inter-departmental transfers (IDTs), and reviewing P-card logs, statements, and backup documentation.

**QUALIFICATIONS:**

**Required:**

Knowledge of:
- basic accounting principles
- procedures related to procurement

Skills:
- data entry
- developing financial reports and spreadsheets
- analytical and problem-solving
- Microsoft Office Suite
- business and telephone etiquette
- oral and written communication
- interpersonal communication

Ability to:
- work on multiple projects/processes at one time
- operate ten-key by touch
Preferred:

Knowledge of University policies and procedures

Proficiency with:
- SAP
- Banner (BDMS)
- Sierra

**SALARY AND BENEFITS:** $1,972-$2,903 monthly, commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program after initial ninety days of employment. No state or local income tax.

**BACKGROUND CHECK:** Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

Texas State's 38,661 students choose from 97 bachelor’s, 93 master’s and 14 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

**Application information:**
Apply online at [http://jobs.hr.txstate.edu](http://jobs.hr.txstate.edu)

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.