

ACCOUNTING CLERK

NATURE OF WORK

This is accounting and related clerical work performed in a section of the Financial and Administrative Services.

Work involves performance of accounting tasks and accounting system processes, including allocating charges to accounts, processing payments, and preparing routine reports from records. Employees of this class also perform a variety of incidental clerical tasks such as maintaining filing systems, routing mail, and composing routine letters. Established operational routines and procedures govern the order of work methods and procedures, though limited independent judgement may be required. Work is reviewed by accounting system checks and periodic audits, and is subject to continuing observation for prompt completion of assigned duties.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares accounting entries; examines, verifies, and approves payment of invoices within the budget limit and for conformance with established procedures and policies.

Prepares and checks daily and monthly reports; reconciles bank accounts; prepares trial balances.

Issues travel advances; checks travel claims for accuracy and completeness; reconciles related accounts.

Checks, verifies, and commits purchase orders; answers inquiries from suppliers and University Departments.

Maintains commitment control, invoice payroll, cheque and other related files.

Operates adding machines, calculators, and other standard office machines in the completion of work processes and preparation of statistical summaries and records.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in bookkeeping and related clerical work; graduation from high school including or supplemented by courses in accounting and general commercial subjects; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of accounting principles and procedures.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of the University's Banner accounting system and procedures.

Ability to apply accounting principles to the maintenance of routine fiscal and accounting records.

Ability to maintain financial records and to prepare clerical and financial reports and statements.

Ability to process numerical data rapidly and accurately.

Ability to make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relationships with outside contacts, officials, and other employees.

Skill in the application of Banner accounting system and related software.

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