



Job Specification

Job Title: Accounting Clerk
BCAT Code: 510X AE
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs various entry-level accounting/clerical duties involving routine calculation, posting and verification of financial data depending on area of assignment.

Examples of Duties

- Distributes and maintains accounting records such as student activity fee payments, credit union transactions information, etc.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Processes accounts payable check runs by matching checks and supporting documentation.
- Prepares checks from multiple accounts for proper signatures.
- Writes, types or enters information into computer to prepare correspondence, invoices, or other documents, copying information from one record to another.
- Mails or hand delivers checks within established time frames.
- Assists credit union members with financial transactions such as savings deposits and withdrawals, loan advances and payments, purchase of money orders and travelers checks and check cashing.
- Calculates loan payments and interest. Maintains loan files and daily transaction records.
- Disburses student activity fee charge cards to authorized personnel.
- Opens new checking and savings accounts, and verifies new account information using Chex Systems. Runs credit reports on members.
- Performs light typing duties as needed. Types vouchers, checks, invoices, etc.
- Performs other clerical functions such as filing and delivering mail.
- Maintains stock of office supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Some knowledge of basic computer operation and software, including spreadsheet and word processing applications.
- Knowledge of basic office procedures and practices.
- Knowledge of GSU accounting practices preferred.
- Ability to perform mathematical calculations with accuracy.
- Ability to operate a calculator efficiently.
- Ability to operate a ten key adding machine.

Minimum GSU Hiring Standards

High school diploma or GED and one-year clerical experience. Clerical experience in an accounting environment preferred. Must be bondable for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.