

The University of Akron
Classification Specification

Job Title:	Accounting Clerk Sr	Job Code:	80152
Job Function:	Staff	Grade:	116
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	2/5/14

Job Summary:

Process billings, purchase orders and invoices while balancing budget expenditures and maintaining general ledger accounts. Perform audits, compile data and coordinate disbursement of checks.

Essential Functions:

35%-50% Review invoices and statements, research and resolve discrepancies, etc. with the appropriate person. Analyze and reconcile computer printouts with department generated reports. Verify cost information and bill/credit the appropriate account or department. Create and maintain spreadsheets and databases to produce reports used by management and auditors.

5%-25% Monitor departmental budget expenditures, credit card usage and travelers checks. Process requisitions for all departmental orders, verify receipt of materials, coordinate return of incorrect shipments and maintain detailed files for each purchase.

10%-20% Respond to inquiries and problems from students, faculty and staff and external customers.

5%-20% Train, supervise, and assist other employees within the department and/or student assistants in addition to verifying timecard information, employee forms, and recording work hours.

5% Perform work related research to maintain current knowledge of federal regulations that are applicable to accounting procedures.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in general accounting, budgeting, and financial reporting for commercial/industrial applications. Customer service, problem-solving, computer and data entry skills including word processing, spreadsheet, and database capabilities required. Supervisory skills preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.