

The University of Akron
Classification Specification

Job Title:	Accounting Clerk II	Job Code:	80151
Job Function:	Staff	Grade:	115
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	2/5/14

Job Summary:

Verify and enter financial transactions, while summarizing and transferring data into a computerized tracking system. Track financial records and monitor budgets. Complete and summarize cash transitions.

Essential Functions:

40%-65% Analyze and reconcile computer printouts with department generated reports. Record and process financial records into a database or spreadsheet for payment or tracking of accounts payable/receivable transactions, deposits, payroll reconciliation, vouchers, requisitions and invoices.

15%-25% Provide technical and clerical support to the department in preparation of reports and files.

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

0%-10% Perform clerical duties such as answering telephones, maintaining files, receiving and dispersing checks, sorting and distributing mail.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Experience:

Requires a minimum of 2 years experience in general accounting and entering of financial records into a database system along with experience in an accounts payable/receivable, payroll, purchasing or banking environment required. Strong customer service skills and the ability to work with the campus community, departments and vendors required. Ability to use calculators, adding machines and computer software packages for generating reports required.

Leadership:

No authority or responsibility for the supervision of others.

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:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display 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.