

# Accounting Clerk

## Posting Details

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<b>Posting Number:</b>	S000286
<b>Posting Type:</b>	External - Open to All Applicants
<b>Job Title:</b>	Accounting Clerk
<b>Position Title:</b>	Accounting Clerk
<b>Position Type:</b>	Support Staff
<b>Classification:</b>	5
<b>Department:</b>	Controller
<b>Benefits Summary:</b>	<p>Benefit package includes: Medical, Dental, Vision, and Prescription insurance, Life insurance, Workers' Compensation insurance, Unemployment insurance, and Total Disability insurance. Retirement: The University contributes 4% of the regular salary with up to 3% additional in matched contributions into the TIAA Retirement Program. (The University has currently frozen employer matched contributions for the remainder of the fiscal year.)</p> <p>Other benefits include tuition remission for employee, spouse, and employee's dependent children under the age of 25 (this does not include the last two year of the PharmD program or the JD). Employees receive two weeks of vacation until five years of service, three weeks of vacation until 10 years of service, and four weeks of vacation after 10 years of service, two weeks of sick leave, and three days per year of personal leave.</p>
<b>Pay Band:</b>	C
<b>Job Summary:</b>	This position is primarily responsible for supporting the functions of the Controller's Office. Several of the primary tasks include reviewing and verifying payment requests, updating database information, processing payments, providing support for the billing and collection of accounts receivable, and assisting in the direction of students and temporary workers.
<b>Scope:</b>	Support the Controller's Office through verifying and processing payments to vendors, employees, and students and providing support to accounts receivable functions.
<b>Principal Responsibilities</b>	<p>Review and verify payment requests and travel vouchers for accuracy, proper supporting documentation, appropriate signatures, etc.</p> <p>Match purchase orders and receiving documents to vendor invoices.</p> <p>Process payment requests, travel vouchers, advance requests, payroll, and related taxes and withholding payments on a weekly basis or as needed.</p> <p>Obtain a signed W-9 for all new vendors. Coordinate vendor set up and maintenance with staff in the Controller's office.</p> <p>Process student refunds in coordination with Student Accounts and Financial Aid on a weekly basis or as needed.</p> <p>Assist with the processing of University purchasing credit card reconciliations.</p> <p>Provide customer service and support to internal departments and vendors with respect to various accounts payable and related accounting inquiries.</p> <p>Gather factual information and supporting documentation from within the department, from other departments, and from outside agencies to verify expenses.</p> <p>Effectively communicate, as needed, with individuals or departments regarding policies and procedures.</p> <p>Assist with student and third-party billing.</p> <p>Assist with the collection of past due student and third-party accounts receivable.</p> <p>Assist with the posting of payments received to accounts receivable.</p> <p>Provide customer service to students and third-parties regarding accounts receivable inquiries.</p> <p>Maintain a filing system for accounts payable and accounts receivable documents.</p> <p>Assist in the direction of students and temporary workers as needed.</p> <p>Other duties as assigned.</p>
<b>Required Skills:</b>	<p>Excellent organizational skills.</p> <p>Ability to effectively communicate with vendors, students, and the campus community.</p>

Ability to meet deadlines.  
Proficiency in Microsoft Office Products, especially Microsoft Excel.  
Ability to perform moderately complex procedures using basic analytic tools.  
Exemplary attention to detail.  
Ability to operate standard office equipment.

<b>Minimum Qualifications:</b>	Associates Degree in Accounting, Finance, Business Administration, or a closely related field Or At least two years of similar office experience in an accounts payable and/or accounts receivable role, including experience with a high volume of complex transactions.
<b>Preferred Qualifications:</b>	Associates Degree in Accounting, Finance, Business Administration, or a closely related field Three to five years of similar office experience in an accounts payable and/or accounts receivable role, including experience with a high volume of complex transactions. Experience with Banner information systems or similar ERP system (i.e. Great Plains, SAP, etc.) Experience with QuickBooks. Experience in a higher education setting.
<b>College Description:</b>	
<b>Appointment Length:</b>	12-months
<b>Closing Date:</b>	
<b>Open Until Filled</b>	Yes
<b>Special Instructions to Applicants:</b>	Please include a cover letter addressing your experience that relates specifically to accounts payable and/or accounts receivable roles.
<b>Status:</b>	Full-Time

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* What is the highest level of education attained?
  - GED
  - High School Diploma
  - Associates Degree
  - Associates Degree in progress
  - Bachelors Degree
  - Bachelors Degree in progress
  - Masters Degree
  - Masters Degree in progress
  - PHD
  - PHD in progress
2. \* How many years of relevant accounting experience do you have?
  - 1-3
  - 4-7
  - 8-10
  - 10+

## Optional & Required Documents

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### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

1. Copy of Transcript 1
2. Other Document