FISK UNIVERSITY
Job Description Form

Position Title: Accounting Clerk

Department: Office of Business and Finance

Reports To: University Controller

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: March 2013

POSITION SUMMARY

Performs a range of general clerical, accounting and bookkeeping support functions.

ESSENTIAL FUNCTIONS

The essential functions of the position will include, but are not limited to the following:

- Determines specifications for items, classifies items or information.
- Create purchase orders from requisitions and disseminate to vendor and requestor.
- Allocates debits, credits, costs, charges, or similar items according to procedures.
- Posts entries to individual accounts daily; corrects and/or balances items or accounts.
- Gathers information; assists in preparing reports.
- Checks forms, identifies, marks and corrects errors.
- Assist other team members in completing monthly account reconciliations.
- Maintains business office document files.
- Perform other duties as assigned.

SECONDARY FUNCTIONS

- Cross train with other team members and establish and maintain a procedures manual for key processes in the business office.
- Participate in team meetings including, brainstorming, process mapping, and status updates.
- Participate in other University teams and strategic initiatives to foster cross-collaboration and enhance communication within the different University Departments/Units.
• Assist external auditors in pulling supporting documents for transactions and other audit assistance as necessary.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Knowledge of bookkeeping procedures.
• Knowledge of computer and spreadsheet applications.
• Knowledge of standard office procedures and equipment.
• Strong customer service and communications skills.

QUALIFICATIONS

Education: Requires a high school diploma and six months bookkeeping experience, or an equivalent combination of related knowledge and experience. A Bachelor’s Degree is preferred.

Experience: Minimum of two (2) years’ experience in bookkeeping or related field, preferably within a University setting.

Additional Requirements: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.