

Wright State University
CLASSIFIED JOB SPECIFICATION
Account Clerk 3

I. JOB INFORMATION

Job Title: Account Clerk 3 (CS 04)

Job Class: 12115 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision establishes and maintains billing files for materials, professional services and projects which may include contracts and grants. Performs a variety of transactions related functions. Prepares reports, post financial documents and provides specialized accounting support to the department.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Monitors and makes payments for department expenses and travel. Processes complex transactions and reconciles accounts with significant financial magnitude.
- Contacts customers regarding past due accounts. Audits accounts to ensure the proper application of payments and for compliance with policies.
- Compiles financial and/or various reports of a standard and non-standard nature. Uses independent judgment to resolve problems and to maintain the integrity of the data.
- Approves expenditures under delegated authority while adhering to budget limitations and applicable restrictions.
- Monitors and reviews financial transactions. Calculates, posts and verifies financial data for use in maintaining accounting records.
- Works with outside vendors and customers on a regular basis.
- Routinely works on assigned complex projects of a financial nature. Submits project findings and results to supervisor; recommends options/alternatives to be used in key decision making.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of (FT) related work experience in Accounting/Bookkeeping OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Excellent interpersonal and verbal/communication skills; working knowledge of

accounting/bookkeeping procedures; ability to calculate whole numbers, decimals, fractions and percentages; knowledge and skills to utilize office equipment.

V. WORKING CONDITIONS

Typical office environment. May work varied hours to include evenings and weekends during peak periods.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Math. Checking-Standard. Spreadsheet-Standard.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

12110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.