

Wright State University
CLASSIFIED JOB SPECIFICATION
Account Clerk 1

I. JOB INFORMATION

Job Title: Account Clerk 1 (CS 12)

Job Class: 12111

FLSA Status: Non-Exempt

II. JOB SUMMARY

Performs a variety of routine clerical/accounting functions in accordance with standard procedures in one or more of the following areas: general accounting, accounts payable, accounts receivable, or related financial area.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Processes invoices/e-forms, reviews event to determine charges.
- Processes billings and payments, keeps records of payments, deposits, and petty cash. Processes revenue reports and posts past due notices; provides other office support such as procuring supplies, answering customer questions and taking calls.
- Reconciles bank accounts, posts information and balances general ledgers, processes payments and compiles segments of monthly closings, annual reports, e.g,
- Contacts other departments and/or outside agencies to resolve problems.

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 one year (FT) related work experience OR, two years of post-secondary education and six months of related work experience (FT). Ability to perform basic bookkeeping procedures; ability to calculate basic math; working knowledge and skills to utilize basic 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

Math. 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.