

Wright State University
CLASSIFIED JOB SPECIFICATION
Account Clerk 2

I. JOB INFORMATION

Job Title: Account Clerk 2 (CS 13)

Job Class: 12113

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision performs a variety of transaction related functions and provides general accounting support to the department. Gathers, compiles, tabulates, and records information to produce primary financial data for use in maintaining accounting records.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Processes and posts a variety of financial documents (i.e., requisitions, vouchers, and invoices) for various external and internal units.
- Reconciles general ledgers, reviews transactions and identifies discrepancies. Assigns and/or verifies account numbers and codes.
- Checks purchase requests, verifies account entries and reconciles various accounts (i.e., payroll accounts, tax accounts, STRS, and PERS).
- Prepares monthly, quarterly and annual local, state, school district, and Employers Quarterly Federal Tax Returns. Remits taxes.
- Compiles basic summary information and/or prepares standardized financial reports, maintains leave records, prepares expense authorizations.
- Collects, maintains and adjusts accounting records. Records and enters account information into financial databases.
- Types, files and sorts a variety of general office forms and financial documents.
- Coordinates and monitors research grants, office expenditures, operating budgets, and expense accounts. Assists in preparation of annual departmental budget.

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 1.5 year (FT) related work experience OR, two years of post-secondary education and six months (FT) of related work experience. Excellent interpersonal and communication skills; working knowledge of accounting/bookkeeping procedures; ability to calculate whole numbers, decimals, fractions and percentages; Ability to use standard 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.