

The University of Texas at San Antonio

Job Description

Job Title: Accounting Clerk I
Code: 19172
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Administration and Budgets
Reports To: Accountant II

Summary

- Function: To perform basic accounting clerical work in a small unit or department.
- Scope: Responsible for the application of elementary bookkeeping principles to a variety of transactions in a segment of the central accounting system.

Duties

- Typical:
 1. Responsible for conducting various accounting procedures including accounts payable, petty cash management, and processing fund transfers.
 2. Assists with purchasing advice.
 3. Performs other duties as assigned.
- Periodic:
 1. Assists in taking trial balance.

Education

Required	Preferred
High School Graduation or GED.	Associates Degree in Business or associated field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience in accounting or bookkeeping.	Two or more years of experience in accounting or bookkeeping within a Texas public college or university.

Equipment

Required	Preferred
Personal computer, calculator, adding machine, typewriter, and bookkeeping machine.	N/A

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
Detailed review and specific instructions from supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
