

East Tennessee State University

Account Clerk 1

Title Code: 4010

Occ. Group: 132.830

Account Clerk 1

Skill Level: 4

FLSA Status: Non-exempt

IPEDS: 410

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and

COMMITMENT to intellectual achievement is embraced.

Job Purpose

Entry-level position, performing tasks related to applying general bookkeeping principles to maintain fiscal records.

Characteristic Duties and Responsibilities

Allocates debits, credits, costs, charges or similar items according to established procedure and protocol

Posts entries to individual accounts

Reconcile, balance and or correct items or accounts

Determine specifications, verify and classify items or information

Verify income generated by unit's activities; maintain and reconcile petty cash; prepare bank deposits

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Complete invoices, bills or purchase orders and verify information for accuracy

Compile information to assist with reports or financial statement preparation

Supplemental Functions

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation

These functions may vary by institution

Incumbents may provide backup to various functions within the unit

May be required to perform related clerical tasks as assigned

Direction Received

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given

N/A

Job Specifications

High school diploma or GED and six months bookkeeping experience or an equivalent combination of directly related knowledge and experience.

Knowledge, Skills, Abilities and Worker Characteristics

Knowledge of general bookkeeping procedures and principles

Knowledge of computer and spreadsheet applications

Knowledge of standard office procedures and equipment

Knowledge of business English and mathematics

Working Conditions/Physical Demands/Special Conditions

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date	Skill	Evaluation
5/2004	4	413022122

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.