Definition of Class
The incumbents in this job class perform a variety of complex clerical accounting tasks in maintaining financial records and processing related data; review work of assigned personnel. Reports to the departmental supervisor.

Examples of Work Performed
Performs a variety of complex clerical accounting tasks in maintaining financial records and processing related data including examining checks, vouchers, and other documents for accuracy; makes appropriate calculations, posts data to journals, ledgers, or designated forms; makes verifications and runs trial balances.

Prepares and maintains invoice payment records.

Maintains and updates files of departmental accounting data; types statements, cards, and other matter.

Serves as liaison with departmental personnel and vendors to obtain information to verify or support financial records and to answer inquiries concerning accounting procedures.

Receives and routes incoming telephone calls.

Maintains accounts receivable ledger; operates computer terminals, calculators, and various other office equipment.

Maintains daily log and control of all ledgers.

Reviews work of assigned personnel; assists in the training of new accounting clerks and assigns work.

Performs routine clerical duties in addition to the accounting-related duties, where necessary.

Related or similar duties are performed as required or assigned.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of complex clerical accounting tasks involved in maintaining financial records and processing related data.

2. Receives and directs incoming telephone calls.

3. Liaises with departmental personnel and vendors.

4. Maintains financial records.
5. Processes financial data.

6. Performs routine clerical duties such as typing, filing, receiving and routing phone calls, etc.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to walk; and reach with hands and arms. The incumbent is occasionally required to stand; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:** High School Diploma or equivalent (GED).
  
  **AND**
  
- **Experience:** One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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