JOB DESCRIPTION

Accounting Clerk

Definition of Class
Incumbent in this position performs clerical and typing tasks in the processing of varied office materials. Incumbent also collects and verifies information, and composes correspondence as needed or assigned.

Examples of Work Performed
Signs and disburses all University’s General checks.

Prepares a Journal Voucher for insufficient checks.

Maintains a bad checklist for the University.

Issues Stop Payments for University General checks and imprest checks.

Schedules appointments for supervisor as required.

Types a variety of material, either from rough copy or acquired data, including correspondence requiring application of departmental procedure and policy.

Answers and directs incoming telephone calls and duplicates documents for staff members as required or requested.

Greets and directs office visitors to appropriate personnel.

Prepares and maintains regular and special office files.

Makes work assignments and reviews the work of assigned employees; assists in the training of new personnel.

Performs related or similar duties as required or assigned.

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 clerical duties to include compiling reports, answering phone calls, and scheduling appointments.
2. Prepares and maintains regular and special office files.
3. Collects and verifies various information utilizing numerical data.

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 25 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 frequently required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. Incumbent is regularly required to walk. The incumbent is occasionally required to stand; and stoop, kneel, crouch, or crawl.

**Experience/Educational Requirements:**

- **Education:**
  - High School Diploma or equivalent (GED).

**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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