Definition of Class
This position performs complex clerical and accounting functions involved in the preparation and maintenance of financial and other related records. The incumbent serves as a departmental liaison, performs clerical functions, prepares accounting reports, compiles financial statements, and may assist in training, assigning and reviewing the work of other personnel. This position reports to the departmental supervisor.

Examples of Work Performed
Performs professional and 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 special accounting reports, schedules, and summaries for administrative utilization.

Liaison with departmental personnel to obtain information to verify or support financial records and to answer inquiries concerning accounting procedures.

Compiles various financial statements and reports involving considerable arithmetical computations.

Reviews payroll records, vouchers, or other documents to obtain documentation for accounting reports.

May assist with training, reviewing and assigning work to other personnel to ensure accuracy and timely completion of work.

Types and composes correspondence.

Assists with manual distribution of fees.

Reconcile university checking accounts.

Refund and charge fees based upon university policy.

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 accounting functions such as making calculations, posting data on ledgers, preparing accounting reports, compiling financial statements, etc.

2. Performs clerical functions such as typing, maintaining records, proofreading, etc.

3. Serves as liaison with departmental personnel.
4. Assists in distributing, charging and refunding fees.

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 10 pounds.

Vision: Requirements of this job includes 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; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education: High School Diploma or equivalent (GED).

Experience: Two (2) years 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.

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADAI employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.