



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Account Clerk Occupation

**BARGAINING UNIT:**

ACE

**Account Clerk**

**SERIES PURPOSE:** The purpose of the Account Clerk occupation is to provide clerical support associated with accounting functions that prepare, process, and maintain accounting records and summarize business or financial transactions.

**CLASS CONCEPT:** The class works under general supervision and requires working knowledge of clerical accounting support systems and procedures in order to prepare vouchers, invoices, and/or remittances for receipt and disbursement of funds and other related materials and/or to post entries to ledgers and journals as well as process accounting documents.

**JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.**

Analyzes and processes expense reports, invoices, vouchers, and other related materials; determines accuracy and validity; prepares vouchers, invoices, and remittances for receipt and disbursement of funds; prepares University payroll for submission; prepares purchase orders and taxes and/or handles inventory control and asset depreciation.

Gathers and compiles material for financial reports; prepares reports as needed on accounts maintained.

Updates and balances ledgers and journals for internal accounts; posts purchase orders, tax documents, transfers, cancellations, and vouchers payable; posts receipt of various types of funds such as general revenue appropriations, rotary funds, or grants; balances accounts; reconciles internal accounts.

Assists in training of lower-level account clerks.

Posts a variety of accounting transactions to ledgers, journals, or cash books manually, electronically, or mechanically; makes necessary mathematical computations for posting and maintenance of records.

Reviews, codes, and processes invoices, receipts, vouchers, or other accounting documents; checks for mathematical accuracy, appropriate signatures, correct identification numbers, and pertinent dates; checks and/or assigns appropriate program and/or activity codes; separates copies of accounting documents, sorts alphabetically, by date, or by document title.

Effective 09/01/2023

Files cards, invoices, and vouchers; types and proofreads correspondence, statements, and forms; orders and distributes office supplies; answers telephone inquiries; sorts and disperses mail; performs variety of clerical tasks related to account clerk activities.

Compiles and types a variety of financial reports including weekly and annual reports on cash, budget, accounts receivable, accounts payable.

Assists in checking purchase orders, payrolls, time sheets, time cards, vendor checks, budgets and other accounting records and documents.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: bookkeeping; University and state bookkeeping policies and procedures\*; office practices and procedures.

Skill in: operation of adding machine or calculator; operation of posting or accounting machine and/or automated computerized equipment\*.

Ability to: understand bookkeeping procedures; maintain accurate records; gather, collate, and classify information about data, people, or things; effectively interact with university personnel and public to answer routine questions and explain policies and procedures.

(\*)Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one year of experience in bookkeeping and/or accounting. Basic computer skills to include knowledge of Word and Excel.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Not applicable

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable