

The University of Texas at San Antonio

Job Description

Job Title: Accounting Clerk III
Code: 19170
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform advanced accounting clerical work involving participation in the work of a department maintaining numerous and diversified departmental accounts and records.
- Scope: Responsible for applying fundamental accounting practices and controls to a variety of financial transactions. Must exercise independent thought and judgment over non-routine accounting problems.

Duties

- Typical:
 1. Receives, sorts, files, matches, analyzes, codes and enters documents for payment.
 2. Performs daily accounting activities to include preparing travel vouchers; creating and approving invoices; reconciling account fund expenditures and procurement charges; reviewing submitted invoices for accuracy; posting payments and verifying accounts receivable; processing payroll documents; and receiving, preparing, and recording funds for deposit.
 3. Communicates with UTSA staff and vendors to resolve invoices and collect on overdue accounts receivables.
 4. Performs other duties as assigned.
- Periodic:
 1. N/A.

Education

Required	Preferred
High school graduation or GED.	Two years of college-level accounting courses.

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Three years of experience in governmental or commercial accounting or bookkeeping.	N/A

Equipment

Required	Preferred
Knowledge of personal computers with business productivity and accounting software, calculators, and other standard office machines common to accounting.	N/A

Working Conditions

Usual	Special
Normal office environment.	Occasional visits to outside agencies to attend meetings.

Supervision

Received	Given
General from unit, division, or section supervisor.	May oversee the work of, and provide direction to clerical support personnel.

Accuracy

High degree of accuracy required in all phases of work.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.