

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Accounting Clerk I	<b>Job Code:</b>	42111
<b>Job Function:</b>	Staff	<b>Grade:</b>	113
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Records and handles the processing of basic accounting transactions. Manages monies while preparing and monitoring deposits and billing accounts.

**Essential Functions:**

35%-65% Collects monies and writes receipts. Posts transactions, reviews codes, and handles invoices, receipts, checks, etc. Bills appropriate accounts on a weekly, monthly or as needed basis.

5%-15% Compiles and types a variety of reports regarding cash, budgets, accounts receivable or accounts payable.

5%-20% Assists in monitoring purchase orders, time sheets, time cards, vendor checks, budgets and other accounting records and documents.

0%-20% Performs clerical duties such as greeting customers, answering telephones, maintaining files, sorting and distributing mail.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

Requires successful completion of math test.

**Experience:**

Requires a minimum of 6 months experience in data entry and processing experience related to record keeping. Knowledge of office practices and customer service skills required. Basic computer skills including spreadsheet and word processing capabilities required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.