

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Account Clerk

Class Code: 1081

Pay Grade: 509

GENERAL CLASS DESCRIPTION:

Under general supervision, maintains various records concerned with accounting, budgets, payroll, voucher systems and other financial statements. Duties may involve the use of personal computers, computer terminals, and a variety of software including the use of on-line accounting systems and/or conventional office equipment. May provide functional supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Verifies expenditures and credits with statements of accounts; monitors accounts and initiates invoices, vouchers and other transactions for a department or division.
2. Directs the coding and maintenance of financial records.
3. Receives and processes bills, organizes into correct records; and approves and deposits money from various projects.
4. Prepares monthly reports and keeps daily records of all expenditures on various accounts as required.
5. Maintains records and monitors disbursements of fund projects.
6. Computes monthly costs and billing of customers.
7. Provides information relative to area of assignment according to established guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of bookkeeping principles and practices.
2. Knowledge of spreadsheets and on-line accounting systems.
3. Knowledge of accounting forms and procedures of the institutions.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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4. Skill in operating office equipment.
5. Ability to follow oral and written instructions and apply institutional and other policies accurately.
6. Ability to perform arithmetic computations.
7. Ability to gather and display data in appropriate format and keep accurate records.
8. Ability to exercise functional supervision over employees.
9. Ability to communicate effectively with staff, students, and the public.

MINIMUM ELIGIBILITY REQUIREMENTS:

Three years of experience in responsible office work, including two years experience with bookkeeping procedures, or any combination of related education and experience from which comparable knowledge and abilities can be acquired.

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REVISION EFFECTIVE:

July 1, 1997