



University System of Maryland Job Class Specification

TITLE: ACCOUNTING CLERK I
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 43-3031

JOB CODE: N04AC1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: FIN

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, performs routine repetitive accounting clerical, or bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing and/or other accounting functions. Posts journal entries, processes payments, and verifies accuracy of data.

PRIMARY DUTIES

1. Reviews and processes routine financial documents such as invoices, payroll, timekeeping, vouchers, receipts, requisitions and reports, ensuring accuracy of mathematical computations and completeness.
2. Assists in maintaining detailed records of financial transactions in journals, ledgers and automated systems.
3. Assists in verification of accounts to which orders and vouchers are charged or to be credited.
4. Operates manual and automated equipment such as calculators, computer terminals, personal computers, and other office equipment to enter, retrieve, or correct and print out data.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High school diploma or GED.

EXPERIENCE:

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OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Basic knowledge of mathematical methods and techniques. Ability to perform basic mathematical computations; to operate manual and automated office equipment, personal computers and financial software, keyboards and calculators; to communicate effectively.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT