



Job Description

Job Title:	Accounting Clerk	Prepared by:	Bursar
Location:	Henderson Campus	Reviewed by:	Director of Human Resources
Unit:	Accounting	Approved by:	VP, Business & Finance
Reports To:	Bursar		
FLSA Status:	Non-Exempt	Date:	November 5, 2008

Summary

The Accounting Clerk will provide general accounting and office support to the Bursar in an efficient and professional manner.

Responsibilities

- Prepares bank deposits.
- Records tuition and fee payments for current and graduated students, classes and departmental/fundraising deposits made via cash, check, money order, credit card and EFT.
- Prepares and sends monthly billings for current and graduated students.
- Creates charges for student accounts and fundraising events.
- Sends refund requests to accounting and disburses refunds and financial aid proceeds; processes returned checks.
- Maintains hard copy of records and files.
- Assists in creating charge/credit code tables and assessment rules.
- Other related duties, as assigned.

Skills

Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Advanced mathematical skills, including the ability to operate a 10-key calculator by touch.
- Advanced computer skills, specifically, the operation of a computerized accounts receivable program to include spreadsheet applications and have a working knowledge of formulas and calculations.
- Excellent communication skills to effectively interact with students and staff.
- Knowledge of Federal Regulations and the Fair Debt Collections Policies.

Education/Training

Degree: High school diploma or equivalent; college courses in accounting, finance, and business preferred.

Experience

Two to four years of prior accounting clerk or related experience is required; experience in accounts payable and accounts receivable preferred.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.

- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.

Employee Signature

Date