



## Savannah State University Position Description – Accounting Clerk

### ***POSITION DESCRIPTION***

Position Title: Accounting Clerk

FLSA Status: Non Exempt

Reports to: Director

Department: Financial Services

Date Prepared: June 2003

### ***BASIC FUNCTION***

To assure all invoices are paid in a timely manner so that all discounts can be taken to the advantage of the university. Also, solving problems between vendor and university.

### ***NATURE & SCOPE***

Reporting to the Director this position provides support in the accounts payable area. Special effort is focused on ensuring that possible discounts are taken when available.

The largest part of the incumbent's time is spent entering invoices into the system and handling check requests.

This position works with the PeopleSoft system on a regular basis.

The Accounting Clerk also coordinates the work of one student worker.

### ***PRINCIPAL ACCOUNTABILITIES***

- Enters invoices/check requests (std vouchers)
- Researches problems
- Prioritizes workload
- Resolves issues with vendors
- Provides support to staff

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires four years of high school or GED equivalent. Computer literate with good communication skills is essential.