



**University of Texas at El Paso
Job Description**

Job Code: 9171
Job Title: Accounting Clerk II
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Non-Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Compiles, classifies, records, verifies, and maintains data and payments to accounts payable records.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

- Prepares the posting of documents to appropriate journals and ledgers, maintaining a variety of reports from accounting records.
- Prepares vendor invoices for payment by matching, coding, and creating payment vouchers.
- Audits invoices against purchase orders, researches discrepancies, and approves for payment.
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Researches, processes, or audits charge backs, returns, refunds, freight charges, cost of lost or damaged goods, bad checks, and similar items.
- Answers accounts payable inquiries and follows up.
- Maintains appropriate files and documentation.
- Analyzes accounts and negotiates extended terms with vendors when cash is restricted.
- Prepares analysis and summaries of accounts.
- Monitors accounts payable to ensure payments are accurate and timely.
- Reconciles statements.
- Assist in monthly and annual closings.
- Assists with related special projects, as required.
- Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- Complies with all State and University policies.
- Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).



Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to feel; reach with hands and arms and talk or hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.