

# University of Houston – Clear Lake

## Position Description

Job Title: **Accounting Assistant**

Job Code: **5825**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three to five years data entry and Accounts Payable.	Accounting experience with a state agency.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Primary duties involve preparation of various accounting entries which include encumbrance adjustment documents, journals, cash receipts, and service center transactions that are recorded in the university's accounting system. Secondary duties include timely and accurate payments to vendors, processing invoices against purchase orders. Knowledge of State of Texas procedures as well as accounting principles enables efficient execution of these job duties. Professional verbal and communication skills needed to answer phones calls from vendors and other university departments. Perform other accounts payable duties as assigned.**

Duties and responsibilities	% Time
Data enter, audit and batch transactions in the accounting system. Review errors and follow up with originators to assure accurate entries. Check encumbrances, cost centers, & account numbers before paying invoices on local and state purchase orders. Copy and assemble sets of documents in appropriate sequence for records retention and accounts payable files.	90
Research accounting questions and other questions from departmental contacts in order to correct previous transactions. Contact staff in university departments by e-mail requesting receiving reports for their orders, as well as coordinating with the receiving dock.	10
Assist other accounts payable staff members as needed.	

*This position description describes the general qualifications, duties and responsibilities of work being performed.*