



POSITION NUMBER: 4681

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Accounting Clerk IV
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and four years bookkeeping or clerical accounting experience. Experience using Excel is highly preferred.

ESSENTIAL FUNCTIONS: Prepares requests and monitors the use of cash advances following appropriate cash handling procedures; reviews travel reimbursement forms for accuracy; monitors and reconciles vouchers transmitted for payment to include purchase orders, direct pays and other documents; routes documents to appropriate offices which may require traveling to various offices and campuses; reconciles receipts for travel and other expenditures; inputs data for tracking and reconciliation purposes using Excel; interacts by telephone, letter, e-mail and in person with vendors, accounts payable and purchasing in researching discrepancies on invoices; ensures invoices match quotes from vendors; inputs data into the Banner system; initiates requisitions, researches identification numbers and pulls reports from the Banner Finance system using a PC; assigns duties and checks work of student assistants; assists in preparation of documents for audits; ensures confidentiality of information and documents; may require attending various weekend and evening athletic events to collect monies for entry fees; assists in improving and developing accounting methods and procedures; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Athletics
Main Campus
OPEN AS OF: August 18, 2008
4681

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