

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Account Clerk 2
Physical Plant
Regular Full-Time Position
Position Number 606010**

General Description

This position is responsible for managing accounts for the Warehouse, Power Plant, Shipping & Receiving, Custodial, Environmental Health and Safety, Recycling, Utilities and Special Project accounts (7 funds). The incumbent also maintains the work order computer system and supervises Accounting, Supply and Receiving personnel in the absence of the Coordinator.

Primary Duties and Responsibilities

- Receive, type and assign purchase order numbers; maintain a log of all purchase orders, establish contract purchase orders with local vendors.
- Responsible for University credit cards.
- Complete telephone quotations as required.
- Order parts and materials as required.
- Maintain familiarity with all Physical Plant departmental budget lines and account numbers.
- Maintain record of daily budget balances.
- Check all departmental receiving reports for accuracy and ensure the packing slips or invoices are forwarded to Accounts Payable.
- Maintain record of accounts payable.
- Prepare warehouse reports for items requisitioned by the various Physical Plant departments.
- Maintain fuel oil records for the Power Plant.
- Maintain familiarity with motor pool and issuance of University keys; assist as needed.
- Order uniforms for Physical Plant employees as needed.
- Maintain a file of boiler permits for boilers.
- Contact elevator repair contractor with elevator problems and monthly inspections.
- Check portable radios and radios repaired as needed.
- Cross train with the shipping and receiving area.
- Assist in other areas as needed.
- Process all incoming work orders:
 - Ensure all key requests have the proper signature authorization.
 - Separate and give to the respective departments.
 - Use portable radio to call maintenance department on emergency work orders.
 - Maintain a log of work order numbers issued and user's name.
 - Process completed work orders on computer program with a brief description of work completed, labor costs and materials used.
 - Print and check for accuracy monthly reports from the work order system.
 - Maintain a file copy of work orders.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to make accurate mathematical computations.
- Ability to make sound decisions.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer skills.
- Keyboarding exam.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Keyboarding score of 50 wpm.
- Knowledge of MS Office, Excel and Banner Finance.
- Previous bookkeeping experience.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS

