

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
Accounting Services
Regular Full-Time Position
Position Number 556010

General Description

The Account Clerk 2 provides clerical support in several areas within Accounting Services. These areas include Perkins/NDSL collections, Cashiering and Student Accounts Receivable. The Director of Accounting Services bases the assignment to a particular area upon the critical need at the time with direct supervision provided by the supervisor of the particular area. The Account Clerk 2 performs account clerk, clerical and cashiering duties and must comply with Federal, State, TBR and APSU regulations that apply to the work areas.

Primary Duties and Responsibilities

- Perform clerical duties including preparing forms and correspondence, filing and answering telephone.
- Operate cash drawer, write receipts, cash checks, prepare deposits and balance cash drawer.
- Answer questions and provide information to students, staff, billing and collection agencies, credit bureaus and other offices with regard to accounts receivables.
- Assist in assigning accounts to collection agencies and sending reports to credit bureaus.
- Distribute student payroll checks and financial aid settlement checks.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a 10-key calculator, 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 understand and interpret Federal, State, TBR and APSU regulations pertaining to job duties.
- Ability to make accurate mathematical computations.
- Ability to work under stressful conditions.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office, cashiering, banking or other business related experience.
- Keyboarding exam.
- Ten-key calculator experience.
- A background and credit history check will be required for the successful applicant.

Additional Preferred Qualifications

- Knowledge of Microsoft Word and spreadsheet programs.
- Previous APSU experience.

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