

*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 (Cashier)  
Accounting Services  
Regular Full-Time Position  
Position Number 552010**

**General Description**

The Account Clerk 2 is under the direct supervision of the Head Cashier. The primary responsibility is to serve as a cashier; secondary responsibility is to provide clerical assistance to the Director of Accounting Services.

**Primary Duties and Responsibilities**

- Operate cash drawer, write receipts, cash checks, prepare deposits and balance cash drawer daily.
- Answer general information questions from students, faculty, staff and visitors.
- Distribute student payroll and financial aid balance checks.
- File checks, loan release forms and other departmental forms.
- Serve as cashier at Fort Campbell Center and main campus registrations.
- Serve as back-up at AP Central in the Ellington Building, providing information and/or accepting registration payments as needed.
- Provide clerical assistance to the Director of Accounting Services as needed; prepare spreadsheets, collect data, prepare correspondence and other assigned duties.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a ten 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 accurately process cash transactions and balance cash drawer at scheduled times.
- Ability to make accurate mathematical computations.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- One year of cashier, banking, data entry, or other related business experience.
- Keyboarding exam.
- A background and credit history check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Keyboarding score of 45 wpm.
- Knowledge of word processing and spreadsheet programs.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**