

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 3
Human Resources
Regular Full-Time Position
Position Number 568010

General Description

The Account Clerk 3 works under general supervision of the Associate Director, and works particularly in the areas of employment and hiring procedures, benefits, adjunct and overload processes, and personnel services.

Primary Duties and Responsibilities

- Review adjunct/overload paperwork for accuracy and to ensure all necessary documents are received. Contact departments/deans/directors to resolve issues.
- Process insurance reports and maintain accurate data (employee and dependents) in the Tennessee Insurance System.
- Reconcile Tennessee Insurance System account.
- Balance financial liability accounts for insurance and retirement benefits.
- Maintain PeopleAdmin user accounts and ensure that workflow functions in the most efficient and effective manner.
- Manage and distribute on-line applications.
- Process advertisements for non-faculty positions to include media advertising, letters, flyers, Job Service and campus announcements. Correspond with applicants by telephone, e-mail and mail.
- Assist departments with hiring and interview procedures.
- Prepare weekly employment status report.
- Compile employment statistical data.
- Prepare and process necessary employment forms to include entry of data into automated human resource system.
- Assist with preparation for employee orientation sessions.
- Process clearing for all employees and ensure all employee terminations are processed correctly in Banner HR.
- Answer questions and provide information regarding employment procedures and benefits.
- Assist in planning and conducting Retiree Dinner, Benefits Fair and other departmental events/activities.
- Prepare documents and reports using Microsoft Office.
- Responsible for completion of drug testing procedures for employees.
- Prepare and maintain personnel files on all university employees.
- Greet and assist personnel entering the office.
- Process paperwork for background/credit checks for new hires.
- Answer and route telephone calls.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to maintain confidentiality.
- Ability to communicate effectively.
- Ability to efficiently operate a personal computer and associated software, specifically Microsoft Office to include Excel.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to provide outstanding customer service.
- Ability to prepare and maintain an organized filing system.
- Ability to think independently.

Essential Functions continued

- Ability to plan and organize events and activities as needed.
- Ability to efficiently and accurately enter data into complex automated human resource system.
- Ability to interpret and explain policies.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to efficiently and effectively use Microsoft Office, to include Excel.

Minimum Qualifications

- High school graduate or equivalent.
- 50 wpm typing and typing test.
- Microsoft Office and accounting/bookkeeping experience.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of employee benefits experience in a Human Resource Office.
- Sungard SCT Banner knowledge and experience highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS