

*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 1  
Physical Plant  
Regular Full-Time Position  
Position Number – 672010**

**General Description**

The Account Clerk 1 reports directly to the Coordinator of Physical Plant Support Services and will be responsible for the operation and maintenance of The Maintenance Authority (TMA) software. TMA software includes work orders, preventative maintenance, inventory control, etc.

**Primary Duties and Responsibilities**

- Data entry and maintenance of necessary information into TMA software.
- Collect all infrastructure data needed to implement TMA software.
- Maintain knowledge of all Physical Plant department budget lines and account numbers associated with those budgets.
- Prepare reports for requests made by the various Physical Plant departments.
- Use portable radio to communicate with Physical Plant employees.
- Print monthly TMA reports and check for accuracy.
- Use the TMA software to setup and run special reports as requested.
- Assist in the warehouse, shipping and receiving areas as needed.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer, Microsoft Office Suite and Excel software.
- Ability to make accurate mathematical computations.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- -Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to efficiently establish and maintain accurate records and reports.
- Ability to make sound decisions.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Proficiency in use of a personal computer, Microsoft Office Suite and Excel.
- Ability to lift and move packages up to 30 lbs.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Basic Banner software skills.
- Prior bookkeeping experience.

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