

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
Accounting Services
Regular Full-Time Position
Position Number 592020

General Description

The Account Clerk 3 works under the direct supervision of the Director of Accounting Services and assists the Director and the Accounts Receivable section in the billing and collection of accounts receivable and other related activities.

Primary Duties and Responsibilities

- Process registration paperwork, enter charges and credits on students' accounts, prepare journal entries as needed and verify eligibility for student discounts.
- Respond to inquiries from students regarding account balances, charges and credits, providing backup to support charges and making corrections as needed.
- Contact students, faculty, staff, and outside agencies to obtain and clarify information needed about accounts.
- Prepare reports associated with THEC fourteenth day reports.
- Assist in preparation and distribution of fee and billing of students, faculty, staff and third party sponsors on a regularly scheduled basis.
- Assist in preparation and distribution of scholarship/financial aid balance checks.
- Process student refunds, verifying accuracy of amounts and working in conjunction with Student Financial Aid and the Registrar's offices.
- Serve as cashier during registrations on main campus and APSU Center at Fort Campbell, which may require some overtime work.
- Assist in processing and monitoring accounts to be submitted to collection agencies and for write off.
- 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 learn and follow Tennessee Board of Regents and APSU policies and procedures.
- Ability to make mathematical computations quickly and accurately.
- Ability to accurately prepare reports and maintain records.
- Ability to plan, prioritize and meet deadlines.

Required Minimum Qualifications

- High school graduate or equivalent.
- Keyboarding exam and score of 50 wpm.
- Two years of previous office experience.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college course work in Business/Accounting or related field.
- Knowledge of and experience with word processing and spreadsheets.

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