

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 553010

General Description

The Account Clerk 3 reports to the Manager of Accounts Payable and is responsible for processing payments to vendors; compiling invoices, purchase orders and receiving information.

Primary Duties and Responsibilities

- Process invoices - review and match invoices, receiving reports, purchase orders and other requests for payments for all assigned accounts.
- Verify that all information is accurate and that proper documentation has been provided.
- Enter items to be processed for payment on the accounts payable system and the purchasing system.
- Verify edits on all data entry.
- Prepare special issue checks as directed.
- Prepare journal vouchers.
- Contact departments and vendors when further information is needed for processing invoices or problems exist.
- Respond to questions from departments about invoices, entries on their monthly financial report or procedures for properly submitting items for payment.
- Compile monthly utility reports by usage and costs.
- Assist other areas during peak times.
- Review open commitments.
- Serve as registration cashier.
- Review and process travel authorizations and travel claims.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a cash drawer, calculator, personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 make mathematical computations and tabulations accurately.
- Ability to accurately prepare records and reports, checks and process invoices.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Knowledge of bookkeeping principles.
- Previous experience in accounts payables.

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