

Accounting Clerk

Non-Exempt (Pay Grade 2: \$20,424 - \$29,604)

Minimum Education/Experience

- High School diploma
- 1 year relevant work experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none">• Participates in multiple activities related to fiscal and personnel clerical support services, ensuring that assigned work is carried out within defined parameters, and sometimes suggesting modifications to achieve intended results.• Normally receives detailed directions on all assignments.	<ul style="list-style-type: none">• Decisions moderately impact the progress and quality of work within defined parameters.
Budget/Financial accountability	<ul style="list-style-type: none">• N/A	
Institutional resources and relationships	<ul style="list-style-type: none">• N/A	
Staff leadership	<ul style="list-style-type: none">• Participates in a team of exempt and non-exempt staff.• Provides coaching and mentoring to appropriate staff as needed to ensure the completion of assigned tasks.	<ul style="list-style-type: none">• Decisions minimally impact the quality and productivity of the work environment