This is a description of a Wichita State University Staff Position. It is not an announcement of a position opening. To view descriptions of current openings, please go to [WSU Jobs](#) and Search Postings to view positions that are currently accepting applications.

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Wichita State University

Accounting Specialist (6015N, 6016N)

Job Description

**GENERAL DESCRIPTION OF POSITION**
Performs various clerical and routine accounting tasks in support of an operating unit, to include posting entries, verifying and reconciling input to financial reporting system output, processing payments, and/or assisting in preparation of billings and other financial reports. Responds to inquiries and contacts other departments and/or vendors to resolve a variety of problems. Assists in performance of various clerical duties

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Keys data and prepares batches for processing which involves sorting, alphabetizing, and running tapes to verify hash counts and totals.

2. Reconciles various expenditure reports to source documents; distributes and files financial documents and reports.

3. Answers telephones, opens and logs mail, meets and greets visitors, and assists in other clerical functions; may arrange travel and meetings and coordinate office security and key control.

4. Sorts documents; codes, logs, reviews for accuracy; matches supporting invoices to procurement documents; and verifies invoices for payment.
5. Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reporting system reports.

6. Reconciles various expenditure reports to source documents; distributes and files financial documents and reports.

7. Researches processing problems, contacts departments and vendors to resolve problems and expedite payment, and responds to inquiries by telephone or in writing; refers complex problems for solution.

8. Handles cash and cash related transactions, issues receipts, records and types money lists, and balances cash fund; enters cash transactions in ledgers and reconciles cash reports; prepares bank deposits.

9. Assists in preparation of financial statements such as billings, budgets, and cost reports.

10. Distributes, reviews, calculates, and processes payroll time sheets and employment documents; verifies account numbers; maintains sick and annual leave and other payroll records.

11. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.

Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
This position requires Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. High school diploma or GED; at least 6 months of experience that is directly related to the duties and responsibilities specified.

DISTINGUISHING FEATURES
Position requires: a) Preparing routine administrative paperwork to include purchasing, accounts payable, accounts receivable, and payroll documents; and b) Updating routine existing financial records and reports using basic data entry and word processing on an automated accounting system or spreadsheet.

PHYSICAL ACTIVITIES
Sit at a desk and use hand, wrist and finger movements to operate a computer regularly. Talk and listen to other individuals in meetings and over the phone to manage projects. Lift and carry
general office supplies weighing up to 15 lbs.

**ENVIRONMENTAL CONDITIONS**
General office conditions; moderate noise levels.