General Description
Performs various entry-level accounting/clerical duties, such as routine calculation, posting and verification of financial data depending on area of assignment.

Examples of Duties
- Distributes and maintains accounting records, such as student activity fee payments, credit union transactions information, etc.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Processes accounts payable check-runs by matching checks and supporting documentation.
- Prepares checks from multiple accounts for proper signatures.
- Writes, types or enters information into computer to prepare correspondence, invoices, or other documents, copying information from one record to another.
- Mails or hand-delivers checks within established time frames.
- Assists credit union members with financial transactions, such as savings deposits and withdrawals, loan advances and payments, purchase of money orders and travelers checks and check cashing.
- Calculates loan payments and interest. Maintains loan files and daily transaction records.
- Disburses student activity fee charge cards to authorized personnel.
- Opens new checking and savings accounts, and verifies new account information using Chex Systems. Runs credit reports on members.
- Performs light typing duties as needed. Types vouchers, checks, invoices, etc.
- Performs other clerical functions, such as filing and delivering mail.
- Maintains stock of office supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic computer operations and software, such as spreadsheet and word processing applications.
- Knowledge of Georgia State University (GSU) accounting practices preferred.
- Knowledge of basic office procedures and practices.
- Ability to perform mathematical calculations with accuracy.
- Ability to operate a ten key adding machine.
- Ability to operate a calculator efficiently.

Minimum GSU Hiring Standards
High school diploma or GED and one year clerical experience. Clerical experience in an accounting environment preferred. Must be bondable for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.