

ACCOUNT CLERK JOB CLASSIFICATION FACTORS FOR TOPS UAW LOCAL 1950

(Note: Higher level classifications responsible to perform duties of a lower level classification)

| Job Factors | 4D | 4C | 4B | 4A |
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| Level of Constituent Supported | <ul style="list-style-type: none"> Typically works in a setting with other clerical employees who provide guidance | <ul style="list-style-type: none"> Typically works in a setting with other clerical employees | <ul style="list-style-type: none"> Support management for a specific function Supports one or two processes | <ul style="list-style-type: none"> Works independently to support management at the department head level or above for a specific function Supports multiple processes Supports intra-department teams to meet project goals/outcomes |
| Supervision | <ul style="list-style-type: none"> No or minimal supervisory responsibilities (may assist in supervising student staff) | <ul style="list-style-type: none"> Supervises student and/or temporary staff | <ul style="list-style-type: none"> Provides minimal functional guidance to clerical employee(s) Hires, trains and supervises student staff | <ul style="list-style-type: none"> Provides daily functional guidance to clerical employee(s) |
| Decision Making/ Independent Action | <ul style="list-style-type: none"> Little or no independent action required beyond well-defined protocol Decisions and actions have minimal adverse impact on departmental operations Receives direct supervision | <ul style="list-style-type: none"> Limited decision-making/ independent action under well defined protocol or criteria Decisions and actions adversely affect departmental short-term objectives | <ul style="list-style-type: none"> Uses independent judgment/ decision-making responsibilities following University or department guidelines Decisions and actions can adversely affect departmental medium- or long-term objectives | <ul style="list-style-type: none"> Uses independent judgment/decision-making to resolve unanticipated or non-recurring issues Decisions and actions can have significant adverse impact on the University with external constituents (beyond students and parents) |
| Budgetary Responsibilities | <ul style="list-style-type: none"> Processes basic budget/financial actions | <ul style="list-style-type: none"> Processes more advanced budget/ financial actions | <ul style="list-style-type: none"> Processes complex budget/ financial actions | <ul style="list-style-type: none"> Actively monitors budget/financial expenditures and provides recommendations for cost control or budgetary decisions |
| Office Administration/ Operations | <ul style="list-style-type: none"> Basic knowledge of departmental operations (operates office equipment; maintains files; document and form preparation) Performs basic accounting tasks Updates accounts Assists in compiling data for the preparation of financial statements and reports | <ul style="list-style-type: none"> Basic knowledge and applied expertise related to departmental operations (operates and maintains office equipment; establishes and maintains files; document and form preparation) Performs more advanced accounting tasks Records and summarizes financial/ accounting data Checks figures, postings and documents for correct entry, proper codes and mathematical accuracy Prepares invoices and financial, | <ul style="list-style-type: none"> Responsible for office administration (operates, maintains and troubleshoots office equipment; establishes and maintains complex filing systems and files; document and form creation) Performs complex accounting and spreadsheet work Records, maintains and analyzes financial/accounting data Accounts for cash, checks and credit card payments, processes deposits and reconciles expenditures and payments | <ul style="list-style-type: none"> Responsible for effective functioning of all aspects of office administration/ operations as described in lower-level classifications Reviews and balances complex calculations and verifies accuracy of data Creates budget and financial reports for decision making purposes Broad cross-functional knowledge of inter-department operations |

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| | | accounting or statistical reports using a single source of information | <ul style="list-style-type: none"> Prepares a variety of financial, accounting, statistical and auditing reports utilizing multiple sources of information Broad functional expertise related to department operations | |
| Policy and Procedure Application | <ul style="list-style-type: none"> Basic awareness of department policies and procedures | <ul style="list-style-type: none"> Basic awareness of department and University policies and procedures Trains students on policies and/or procedures | <ul style="list-style-type: none"> Thorough understanding of department and University policies and procedures Provides input on operational functions and procedures Provides training to faculty/staff or others on University and/or department policies and/or procedures | <ul style="list-style-type: none"> Extensive understanding of department and University policies and procedures with an expectation to initiate recommendations/improvements Regularly conducts training on policies and/or procedures beyond department personnel |
| Involvement in Continuous Improvement/ Initiatives | <ul style="list-style-type: none"> Limited involvement in the continuous improvement of department processes | <ul style="list-style-type: none"> Some level of involvement in the continuous improvement of processes including inter/intra-departmental recommendations | <ul style="list-style-type: none"> Involvement in continuous improvement of processes including inter/intra-departmental recommendations (i.e. technology implementation) | <ul style="list-style-type: none"> Involvement in campus-wide initiatives and activities intended to improve campus operations, community involvement and/or student life |
| Customer Service | <ul style="list-style-type: none"> Greets customers, helps provide direction or contact to others in department for problem resolution | <ul style="list-style-type: none"> Provides guidance for problem solving and resolves common, straightforward issues for internal customers | <ul style="list-style-type: none"> Resolves problems/issues by providing solutions for internal customers Address issues of medium complexity | <ul style="list-style-type: none"> Exercises broad latitude to independently resolve problems/issues for internal and external customers Addresses issues of higher complexity |

The minimum qualifications of the position are based upon the level of the position

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| Minimum Qualification (Work Experience) | <ul style="list-style-type: none"> Entry-level position requiring little or no work experience <ul style="list-style-type: none"> Ability to efficiently perform basic computerized tasks High School Degree/GED | <ul style="list-style-type: none"> One year office experience with primary duties in accounting <ul style="list-style-type: none"> Ability to efficiently perform computerized tasks | <ul style="list-style-type: none"> Three years of progressive office experience with primary duties in accounting <ul style="list-style-type: none"> Ability to efficiently perform more advanced computerized tasks | <ul style="list-style-type: none"> Five years of progressive office experience with primary duties in accounting <ul style="list-style-type: none"> Ability to efficiently perform complex computerized tasks Supports department accounting operations Independent creation/monitoring/oversight of the functioning of a process |
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The relevant education listed for the specific level can be selected in lieu of work experience but not in addition to work experience. If you select the education listed below for the appropriate level of the position, the minimum qualification is work experience or education.

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| Minimum Qualification (Education) | | <ul style="list-style-type: none">• One year of coursework leading to an Associate's Degree | <ul style="list-style-type: none">• Associate's Degree or two years coursework leading to a Bachelor's Degree | <ul style="list-style-type: none">• Bachelor's Degree |
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