

# EMPLOYMENT OPPORTUNITY

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POSTED: January 17, 2008

TITLE: ACCOUNTING CLERK II / CASHIER

DEPARTMENT: ACCOUNTING

## SUMMARY

**Function:** To provide dependable accounting clerical assistance for performance of varied accounting office tasks requiring limited independent judgment.

**Scope:** Responsible for assisting in the application of elementary bookkeeping principles to a variety of transactions in a central accounting system.

## DUTIES

**Typical:** Prepares journal vouchers, cash receipts vouchers and other documents affecting transfer of funds. Audits a variety of accounting documents including invoices, travel expense vouchers, and payroll vouchers; key ledger accounts; prepare financial statements; assist in reconciliation of bank statements; check vouchers for correctness and completeness; prepare reports from accounting records. Performs related duties as required by supervisor.

**Periodic:** Assists with occasional special projects for department.

## EDUCATION

**Required:** High school degree

**Preferred:** Associate's degree

## EXPERIENCE

**Required:** Two to four years experience in governmental or commercial accounting.

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Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of §51.215 of the Texas Education Code, which authorizes the employer to obtain criminal history record information.

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The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action Employer

**All interested and qualified applicants should submit a UTPB application to:**

**Office of the Human Resources  
4901 East University Boulevard  
Odessa, TX 79762**