ACCOUNT CLERK TASK BANK

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BUSINESS MANAGEMENT ACCOUNT CLERK STANDARDS

HISTORY

In February 1985, Human Resource Services developed standard job descriptions for account clerk positions with input from an advisory group of business managers**.** A standard job description is a generic description used to describe two or more positions with similar skill, effort, responsibility and working conditions.

The primary reason for the development of account clerk standards was to “streamline the job classification process.” Implementation of standards resulted in the following advantages:

1. Eliminated the processing of the “Preliminary Job Description From 10C/S.”

2. Provided business managers with a “training career ladder.”

ISSUES

Over time, issues surrounding the account clerk standards system began to emerge impacting the “level of confidence” both business managers and Human Resource Services had in the system. The issues included:

1. The generic standard description format did not provide business managers with a useful management tool for recruiting, training and performance feedback purposes.

2. Account clerk job leveling inconsistencies began to emerge over time due to the lack of a formal review process.

3. Limited procedural documentation detailing how the account clerk standards system worked resulted in some communication issues across school business office lines.

IMPLEMENTATION OF A NEW ACCOUNT CLERK STANDARDS SYSTEM

In October 1990, an Account Clerk Position Review Committee consisting of business managers, account assistants, account clerks and Human Resource Services was established to:

1. Review the existing system, and

2. Develop a new approach to resolve the above issues

PLAN OF ACTION

The Committee was charged with developing a new approach to account clerk standards. As a result of the Committee’s work the following changes were implemented.

1. Account Clerk Task Bank – was developed to replace the generic standard job descriptions. The new task bank provided a more flexible, detailed account clerk description that could be used for employment recruitment, training and performance feedback.

2. Implementation of a Review Cycle – after the initial review of all account clerk positions, a review cycle was developed to maintain consistency in the "leveling" of jobs from department to department and school to school.

3. Creation of an Account Clerk Standards Manual – was developed to provide business managers with the documentation and guidelines.

SUBSEQUENT TASK BANK ACTION

In April 1994 the Account Clerk Task Bank was review and updated to reflect ongoing changes in functional categories and tasks. In May 1999 the Account Clerk Task Bank Manual was updated to reflect changes made to the documentation and guidelines and the review process for new positions and level upgrades.

In January 2002 an Account Clerk Position Review Committee consisting of business managers, account assistants, business assistants, account clerks and Human Resource Services was established to review and update the task bank. The Committee's work resulted in an updated Business Management Area Task Bank that was implemented in February 2003.

BUSINESS MANAGEMENT STANDARDS
REVIEW AND APPROVAL PROCESS
NEW POSITIONS AND UPGRADES

DEPARTMENT BUSINESS OFFICE:

- Review organizational/departmental structure
- Prepare individual position descriptions
- Review with Department Head the organizational structure and appropriate fiscal matters
- Recommend position/classification change to supervisor

SCHOOL-LEVEL BUSINESS MANAGER:

- Review and approve Departmental organizational structure
- Communicate Department and School structure to Director
- Review specific position description
- Integrate proposed position with overall School positions
- Recommend new positions to the Cluster Manager
- Recommend upgrades to Cluster Manager

CLUSTER MANAGER:

- Review School recommendations to ensure equity and consistency within the Business Manager organization
- Monitor and update, as necessary, the Task Bank
- Recommend action to Human Resource Services on new position proposals

DIRECTOR, BUSINESS MANAGERS:

- Approve School/Unit organizational structure
- Communicate recommendations to Human Resource Services
- Adjudicate disputes between Schools/Units and Cluster Manager
- Review fiscal concerns on Business Office positions

HUMAN RESOURCE SERVICES:

- Provide assistance in preparation of position specific descriptions
- Review and approve standard position descriptions, finalize and provide written documentation to Department, School/Unit and Cluster Manager
- Provide salary data regarding Business Services support staff and external market
- Serve as a resource for technical expertise

Instructions for Consistent Use
Of The Business Management Area Task Bank

I. Rationale and Link to Organizational Goals

"We enable, serve and support others by providing timely and accurate information about University resources, giving clear direction, offering thoughtful guidance and delivering quality service". We are able to accomplish this service through the enormous efforts of our staff. We can only continue this high level of service and support if we periodically look within and evaluate if we are providing the same clear direction and thoughtful guidance to our staff in their efforts to achieve our overall mission. One of the methods we use to provide direction and guidance is through the expectations we set which are rooted in the descriptions of the tasks performed on a daily basis.

If we are to continuously improve we must routinely review and evaluate the tasks we perform and the knowledge, skills and abilities needed to complete those tasks. The Task Bank is intended to help define what we do and to ensure consistency in the way we classify tasks in account clerk, account assistant and business assistant job descriptions.

II. Process for Business Office Structure Review

1. Dept./School Bus. Mgr. reviews the current business office structure using the business management summary grid.

2. Dept./School Bus. Mgr compares the current departmental/school/unit business office structure to that of other comparable dept/school/units, looking for similarities and differences and uses this information as a guide.

3. Dept./School Bus. Mgr. assesses how new or revised responsibilities should be incorporated into the existing business office structure and reviews with supervisor and other appropriate academic administrative staff.

4. Revisions to existing positions, new positions or changes in FTE should follow the process described in III. below.

III. Process for Position Description Review

1. **Meet with staff to discuss the purpose of the business management area task bank, the need for periodic reviews, the importance of communication, and the process to be used within the department or school for routine position description reviews.**

2. Department Business Manager, Supervisor (if not Dept. Bus. Mgr.) and Staff member discuss and determine which categories of tasks are completed by the business office and by the specific position being created or under review.

3. Supervisor and Staff member utilize the Task Bank and Human Resource Services as necessary, to describe the new/revised position description.

4. Supervisor reviews and updates the business management summary grid, identifying changes and assessing the appropriateness of those changes.

5. Supervisor confirms that all tasks to be completed by the business office are included and assigned to the appropriate position (s) in the business office.

6. Supervisor and Staff member finalize the position description. Supervisor reviews the final position description and business management summary grid with Dept. Bus. Mgr. (if supervisor is not Dept. Bus. Mgr.).

7. The Dept. Bus. Mgr. reviews with School Business Manager and Department Head, discussing the position, org. structure and any associated fiscal matters. After obtaining approvals the dept. bus. mgr. submits appropriate documents to supervisor (typically School Bus. Mgr). Documents include: a) position description, b) business management summary grid for the office, c) cover memo with additional information if necessary.

8. School Bus. Mgr. reviews position descriptions and integrates proposed positions with overall School positions. Recommends new positions, upgrades, and increased FTE to Cluster Mgr.

9. Director and Cluster Managers review School recommendations and, if in agreement, Director approves action and forwards documents to Human Resource Services (HRS) for review and approval. HRS provides written documentation to Department, School/Unit and Cluster Manager.

IV. Process to Add New Tasks to Task Bank

1. New business-related tasks should be clearly and completely described in writing by the business manager or appropriate supervisor in cooperation with staff member who is or will be performing the tasks.

2. Business manager reviews new tasks with school business manager defining how the new tasks will integrate with the current tasks performed in the business office.

3. School business manager shares new tasks and task integration with cluster managers and director.

4. Human resources reviews and classifies the new tasks, provides written notification to the Director, Business Managers.

5. Secretary to Director updates the Task Bank and notifies business office and HRS-Compensation and Classification staff of changes.

BUSINESS MANAGEMENT SUMMARY GRID
(EXAMPLE)

Position Title	Position Control No.	Position Level	Task Level III	Task Level IV	Task Level V	Task Exempt	Total
A. Name 1	123	40A	2%	16%	29%	53%	100%
B. Name 2	456	IV	32%	43%	17%	8%	100%
C. Name 3	789	IV	42%	40%	16%	2%	100%

Activities	40A 123	IV 456	IV 789	Total FTE
Human Resource Services	0.02	0.01	0.04	0.07
Billings and Cost Center Mgmt.	0.05	0.01	0.02	0.08
Sponsored Program Proposal Preparation	0.07	0.00	0.05	0.12
Financial Management	0.20	0.33	0.05	0.58
Gifts, Loans and Voluntary Support	0.07	0.01	0.01	0.09
Budget and Fiscal Planning	0.05	0.00	0.02	0.07
Travel	0.05	0.10	0.00	0.15
Personnel Activity Report	0.03	0.00	0.09	0.12
Procurement	0.05	0.32	0.20	0.57
Monthly Payroll	0.05	0.00	0.40	0.45
Biweekly Payroll	0.03	0.10	0.02	0.15
Supervision	0.10	0.00	0.00	0.10
Signature Authority	0.05	0.02	0.05	0.12
Miscellaneous	0.18	0.10	0.05	0.33
	1.00	1.00	1.00	3.00

HUMAN RESOURCE SERVICES (HRS)

Level III Tasks

- Request benefit information/forms and provide to qualified employees.
- Gather employee personnel information for a variety of Human Resource Services related forms.

Level IV Tasks

- Track, maintain, and verify all leaves of absence records and resolve discrepancies.
- Assist faculty and staff with international employment paperwork to ensure timeliness and completeness, and that proper INS, governmental and university policies and procedures have been followed, and resolve discrepancies.
- Assist and/or advise faculty and staff in the completion of various HR forms, including FMLA, following federal/state/university policies and procedures, and resolve discrepancies.

Level V Tasks

- Work closely with employees and Human Resource Services staff regarding unique and complicated situations.
- Review a variety of HR forms to ensure compliance with org. unit, university, federal and state guidelines, and resolve discrepancies.
- Review pre-employment information for necessary approvals, source of funding, salary equity, and compliance with university, federal and state guidelines, prior to posting positions, and resolve discrepancies.
- Review request-to-fill information for necessary approvals, source of funding, salary equity, and compliance with university, federal and state guidelines, prior to extending official offer, and resolve discrepancies.
- Serve as the department/org. unit resident expert for HR related questions.

Exempt Tasks

- Review and recommend requests for exceptions to established pay policies and practices, e.g., pay rates and out-of-bracket rate requests.
- Interpret, communicate, and implement university Human Resource Services guidelines, policies, and procedures.

BILLINGS AND COST CENTER MANAGEMENT

Level III Tasks

- Request or compile billing information from a variety of data sources.
- Enter data into various invoicing systems to produce internal and external accounts receivable documents.
- Review billing support documentation, evaluate for completeness and accuracy, and resolve discrepancies.
- Collect cash, check and credit card payments, adhering to the cash handling procedures.
- Prepare deposit forms based on cash and/or checks received.

Level IV Tasks

- Validate accounts and rates for allowability and appropriateness of charges.
- Prepare standard reports utilizing billing and cost center data.
- Compile rate request data from a variety of resources including historical files, procurement records, expense statements and projections.
- Audit existing cost center/recharge accounts for compliance with approved rate requests and university policy.
- Audit deposit forms for completeness and accuracy.
- Audit, reconcile, and report on revolving fund account, adhering to the cash handling procedures.
- Process the electronic upload, review and correct errors as necessary and obtain appropriate signatures.
- Distribute cash, adhering to the cash handling procedures.

Level V Tasks

- Analyze rate request data, calculating the most cost effective rate.
- Serve as departmental/org. unit resident expert for billings and cost center management questions.
- Create cost/center recharge account reports utilizing billing history, historical records, expense statements and projections.
- Prepare supporting tables and memos for the rate request.

Exempt Tasks

- Approve billings for cost center and recharge activities.
- Recommend all rate requests for approval.
- Recommend new billing operation methods and procedures.
- Interpret, communicate, and implement university billings and cost center management guidelines, policies, and procedures.
- Authorize or disallow revolving fund account expenditures. Communicate with faculty and staff regarding interpretation of university policy if proposed expense is not approved.

SPONSORED PROGRAM PROPOSAL PREPARATION

Level III Tasks

- Input proposed budget information on sponsor forms.
- Assemble and/or copy proposals for delivery to Sponsored Program Services.
- Maintain support documentation on proposed, current, and past contract and/or grant funding.

Level IV Tasks

- As directed, create proposed budget and forward to the Principal Investigator and/or Business Manager for review.
- Review proposed budget with the Principal Investigator and/or Business Manager and revise as directed.
- Audit budget information for compliance with sponsor requirements, supporting documentation (i.e., cost share memorandums, letters of agreement, transmittal check sheet, etc.), reconcile discrepancies, and obtain appropriate signatures.
- Compile historical data to complete sponsor “Current and Pending” forms.
- Review award guidelines and reporting requirements with Principal Investigator.

Level V Tasks

- Review Request for Proposals (RFP) and Request for Quote (RFQ) guidelines to ensure proper proposal preparation.
- Coordinate the preparation of sponsored proposals and collaborate with other departments, external institutions, and organizations.
- Advise faculty and staff on the proposal process.
- Serve as department/org. unit resident expert for sponsored program proposal questions.

Exempt Tasks

- Interpret, communicate, and implement university sponsored program guidelines, policies and procedures.
- Analyze sponsor guidelines and make recommendations for departmental compliance.
- Resolve complex contract and grant related issues, interfacing with faculty, staff, other departments, external institutions and organizations.
- Review and analyze completed proposal in preparation for transmittal to sponsored programs to ensure compliance with department/school/university/sponsor guidelines and policies, and resolve issues.

FINANCIAL MANAGEMENT

<u>*Financial Reporting*</u>
Level III Tasks
- Assemble data and provide routine reports using standard query or other standard processes as directed.

Level IV Tasks
- Gather data by querying online systems and other available sources.

Level V Tasks
- Validate and analyze data gathered to determine appropriateness.
- Prepare financial reports by assembling appropriate data in a useful format.
- Serve as the dept./org. unit resident expert for financial reporting questions.

Exempt Tasks
- Based on the analysis of financial reports, recommend action to appropriate administrators.
- Conceptualize and oversee preparation of financial reports.
- Develop financial reports to support long-range departmental/org. unit financial planning forecasts, including monthly projections.
- Interpret reports for Deans, Vice Presidents, Directors, Department Heads, faculty, staff and others.

<u>*Account Management*</u>
Level III Tasks
- Gather and maintain documentation supporting allowability, allocability and reasonableness.

Level IV Tasks
- Audit monthly financial statements for appropriate charges and correct errors.
- Monitor account expenditure and balance information utilizing various standard ad hoc reports and queries.
- Provide needed information in support of new account creation (spreadsheets, budgets, copies of communication with sponsor, forms, etc.).
- Maintain recipient code lists for monthly statement distribution.
- Orient Principle Investigators to the Account Information Management Systems.

Level V Tasks

- Review financial statements, investigate, and correct discrepancies.
- Collaborate with university offices/departments on all account management steps including setup, appropriate expenditures, management balance, cash position and closing, following account management guidelines.
- Serve as the dept./org. unit resident expert for account management questions.

Account Management

Exempt Tasks

- Interpret, communicate, and implement university financial management guidelines, policies, and procedures.
- Monitor and analyze faculty and staff voluntary cost sharing effort to ensure specified commitments are achieved.

GIFTS, LOANS AND VOLUNTARY SUPPORT

Level III Tasks

- As directed, prepare standard voluntary support and gift-in-kind and loan report.
- Obtain approvals on voluntary support and gift-in-kind and loan report.

Level IV Tasks

- Audit voluntary support and gift-in-kind and loan report for proper account classification and supporting documentation, to ensure compliance with university policies and procedures.
- Determine appropriate classification of funds.

Level V Tasks

- Serve as liaison with the Office of Advancement to facilitate the development process and to resolve questions related to gift policies and procedures.
- Serve as department/org. unit resident expert for gift, loans and voluntary support related questions.

Exempt Tasks

- Interpret, communicate and implement university gifts, loans and voluntary support guidelines, policies and procedures.

BUDGET AND FISCAL PLANNING

Level III Tasks

- Input a variety of budget data into standardized complex spreadsheets.
- Input data into the budget data entry system.
- Review and correct current data, including additions, changes and deletions into standardized complex spreadsheets or the budget data entry system.

Level IV Tasks

- Input salary data into the budget data entry system and reconcile data entry discrepancies.
- Maintain department/school/org. unit budget supporting documentation information.
- Review final budget printout and reconcile faculty and staff annual compensation statements.

Level V Tasks

- Assemble data into budget tables and reports and reconcile discrepancies to support department/org. unit annual budget and/or midyear budget reviews, utilizing historical budget information, expenditure reports, sponsored research summaries, gift information, current budget and dataset reports.
- Resolve department/org. unit budget discrepancies with Budget & Fiscal Planning.
- Analyze and report current status of reserve(s) and prepare transfer documents as needed.
- Verify and balance the department/org. unit “base budget data” against the on-line budget data entry system, and the department/org. unit “control budget data” provided by the school/org. unit or Budget and Fiscal Planning.
- Serve as department/org. unit resident expert for budget related questions.

Exempt Tasks

- Develop budget recommendations for general and restricted fund allocations.
- Reconcile and resolve errors in the recurring “base budget” and “raise base” data.
- Analyze and project data for annual budget and/or midyear budget reviews, utilizing historical budget information, expenditure reports, sponsored research summaries, gift information, current budget, and dataset reports.
- Analyze and interpret budget reports and tables for the Vice President, Provost, Dean, Department Head, and Director, ensuring compliance with school/org. unit and university guidelines, and resolve discrepancies.
- Develop, recommend and implement budget process improvements.
- Serve as school/org. unit resident expert for budget related questions.
- Interpret, communicate, and implement university budget and fiscal planning guidelines, policies and procedures.

TRAVEL

Level III Tasks

- Prepare, proofread and/or correct all travel related documents.
- Gather and maintain in State and/or blanket travel authorization for department/org. unit.
- Maintain travel support documentation.

Level IV Tasks

- Determine eligibility to receive a Purdue Research Foundation "travel advance."
- As directed, prepay registration fees and airfare on departmental procurement card.

Level V Tasks

- Audit and/or approve travel forms to determine allowability, allocability and reasonableness, based on federal, state, and university travel policies and procedures.
- Serve as department/org. unit resident expert for travel related questions.

Exempt Tasks

- Interpret, communicate, and implement university travel guidelines, policies and procedures.

PERSONNEL ACTIVITY REPORT (PAR)

Level III Tasks
- Sort and distribute PAR forms to departmental faculty and staff.
- Prepare revised PAR forms and correcting documents, as directed.

Level IV Tasks
- Modify standardized queries to compile historical effort reporting data to support the PAR process.

Level V Tasks
- Audit the percentage of compensated effort data, including cost sharing reported on the PAR form, reconcile discrepancies with faculty or staff member, and prepare correcting documents as required.
- Create an ad-hoc query to analyze and input historical effort reporting data to support the PAR process.
- Serve as the dept./org. unit resident expert for personnel activity report (PAR) related questions.

Exempt Tasks
- Direct staff in the preparation of revised PAR forms or correcting documents
- Advise faculty and staff on effort reporting.
- Interpret, communicate and implement university Personnel Activity Report (PAR) guidelines, policies and procedures.
- Recommend additions or revisions to the costing office regarding the professional effort reporting process.
- Oversee the processes for preparation, review, and authorization of Personnel Activity Reports.

PROCUREMENT

Level III Tasks

- Initiate purchases with procurement card, on-line systems, and/or prepare purchasing request form and maintain procurement supporting documentation.
- Check on status of orders, process, and verify purchases have been received.

Level IV Tasks

- Audit procurement requests for approvals, valid account number(s), availability of funds, necessary supporting documentation, and resolve discrepancies.
- Initiate documentation to correct and/or adjust transactions and encumbrances.
- Prepare Purdue Research Foundation and/or Purdue Alumni Foundation reimbursement forms, ensuring compliance with regulations and existence of proper documentation.
- Prepare Physical Facilities service requests, track project status and monitor payments.
- Initiate, audit, and monitor service, maintenance and contractual agreements.
- Audit and reconcile procurement card activity with billing statement, and resolve discrepancies.
- Monitor and process moving related expenses based on department approval and university guidelines.

Level V Tasks

- Serve as dept./org. unit resident expert for procurement related questions.
- Audit and/or approve procurement transactions to determine allowability, allocability and reasonableness based on federal, state, and university procurement polices and procedures.
- Communicate and facilitate moving procedures for new faculty and staff based on university guidelines.

Exempt Tasks

- Interpret, communicate, and implement university procurement guidelines, policies and procedures.

MONTHLY PAYROLL

Level III Tasks

- Distribute percent of effort charged to proper fund/center in the on-line system, as directed.
- Distribute compensation information including checks, deposit slips, and withholding forms to faculty and staff.

Level IV Tasks

- Gather employment information and prepare payroll forms calculating a variety of complex payroll data including, change in normal pay, terminal vacation, change in FTE, etc., and forward for approvals.
- Audit payroll forms, employment contracts and appropriate support documentation for completeness, accurate calculations and compliance with department, organizational unit and university guidelines.
- Monitor individual and total overload payments made to faculty and staff to ensure compliance with university guidelines.
- Prepare overload payment documents and forward for approval.
- Review and resolve error listing and correct the account distribution.
- Obtain job classification and wage information from Human Resources to establish departmental/org. unit temporary administrative/professional position.
- Serve as department resident expert for monthly payroll related questions.

Level V Tasks

- Review proposed positions for approval/source of funding with Vice President, Dean, Department Head, Director or Business Manager prior to official offer being extended.
- Review complex monthly payroll forms and employment contract problems and reconcile errors, determine the cause, identify and implement solution to ensure timely compensation of staff.
- Serve as school/org. unit resident expert for monthly payroll related questions.

Exempt Tasks

- Interpret, communicate, and implement university monthly payroll guidelines, policies and procedures.
- Develop and recommend improvements to the monthly payroll system within the organizational unit and university.
- Oversee the processes for preparation, authorization, prior approvals and transmittal of payroll forms and/or employment forms, interacting with a variety of university offices.

BIWEEKLY PAYROLL

Level III Tasks

- Audit biweekly and non-exempt time cards for completeness and accuracy and prepare time slips.
- Gather employment information and prepare payroll forms, calculating a variety of complex payroll data including, change in normal pay, terminal vacation, change in FTE, etc., and forward for approvals.
- Resolve questions regarding biweekly payroll forms with school/org. unit business office and central business office.
- Distribute compensation information including checks, deposit slips and withholding forms to staff.
- Obtain job classification and wage information from Human Resource Services to establish departmental/org. unit temporary clerical and service positions.
- Obtain job responsibilities, wage information and necessary forms from supervisors to establish biweekly student records, including the work-study process.

Level IV Tasks

- Audit payroll forms and appropriate support documentation for completeness, accuracy, and compliance with department, organizational unit and university guidelines.
- Audit biweekly PARS to determine allowability of payroll distribution.
- Audit and resolve biweekly action report issues.

Level V Tasks

- Review proposed positions for approval/source of funding with Vice President, Dean, Department Head, Director or Business Manager prior to official offer being extended.
- Serve as department/org. unit resident expert for biweekly payroll related questions.
- Review and resolve biweekly payroll errors, determine cause, identify and implement solution to ensure timely compensation of staff.

Exempt Tasks

- Interpret, communicate, and implement university biweekly guidelines, policies and procedures.
- Oversee the processes for accurate preparation, authorization, prior approval and transmittal of payroll forms and/or employment forms, interacting with a variety of university offices.

SUPERVISION

Level III Tasks

- No supervision exercised. May serve as a general resource contact for faculty, staff, temporary non-student or student staff.

Level IV Tasks

- Functional supervision may be exercised for temporary non-student and student employees in the department/org. unit business office. Responsibilities may include: interview, make hiring recommendations, plan, assign, follow-up on work projects and serve as a resource person.

Level V Tasks

- Functional supervision may be exercised for regular, temporary non-student and student employees in the department/org. unit business office. Responsibilities may include: interview, make hiring recommendations, plan, assign, follow-up on work projects and serve as a resource person.

Exempt Tasks

- Administrative supervision is exercised for regular, temporary non-student and student employees in the department/org. unit business office. Responsibilities include: interview, hire, discipline, train, communicate performance expectations and provide feedback, determine salary level/merit increases, establish work schedules, review for approval leaves of absence, vacation and overtime.

SIGNATURE AUTHORITY

<u>Department/Org Unit Delegated Signature Authority</u>:
Level III Tasks

- No departmental/org. unit signature authority delegated.

Level IV Tasks

- Exercise delegated signature approval on a variety of university/dept./org. unit business forms, except payroll documents/certifications and correcting documents, following signature delegation policies and with appropriate supporting documentation.

Level V Tasks

- Exercise delegated signature approval on a variety of university/dept./org. unit business forms, including payroll documents/certifications and correcting documents which do not constitute ”new” changes, following signature delegation policies and with appropriate supporting documentation.

Exempt Tasks

- Exercise delegated signature approval on a variety of university/dept./org. unit business forms, following signature delegation policies and with appropriate supporting documentation or first-hand knowledge.
- Audit for necessary department/org. unit approvals.

<u>Comptroller/Sponsored Program Services (SPS) Delegated Signature Authority</u>
Following Signature Delegation policies, and with appropriate supporting documentation:

Level III Tasks

- No Comptroller signature authority delegated.

Level IV Tasks

- Approve a variety of university or departmental procurement forms/transactions up to $500, confirming the allowability, allocability and reasonableness of the transaction.
- Approve the use of SPS funds for domestic travel requests up to $500.
- Approve the use of NIH and NSF funds for international travel requests up to $500.
- Review and recommend approval on travel reimbursement documents in excess of $500.
- Review and approve travel reimbursement documents up to $500.

Level V Tasks

- Approve a variety of university or departmental procurement forms/transactions up to $2,500, confirming the allowability, allocability and reasonableness of the transaction.
- Approve the use of SPS funds for domestic travel requests up to $2,500.
- Approve the use of NIH and NSF funds for international travel requests up to $2,500.
- Review and recommend approval on all non-SPS travel requests.

Exempt Tasks

- Approve a variety of university or departmental procurement forms/transactions up to $50,000, confirming the allowability, allocability and reasonableness of the transaction.
- Approve the use of SPS funds for domestic travel requests up to $50,000.
- Approve the use of NIH and NSF funds for international travel requests up to $50,000.
- Audit for necessary dept./org. unit approvals.

MISCELLANEOUS

Level III Tasks
- Provide a variety of general clerical services.
- Initiate all MERS telephone and/or PIC requests for new and existing connections.
- Review and resolve discrepancies with annual telephone billing.
- Prepare appropriate security documentation for pertinent areas.
- Maintain files based on retention guidelines.
- Initiate requests for facilities services.

Level IV Tasks
- Audit capital equipment inventory lists, reconcile "missing" equipment with property management records.
- Serve as resource to staff regarding university equipment locations and regulations.
- Serve as a backup to other business office staff.
- Audit demurrage charges report and prepare demurrage change form as necessary.
- Maintain records of future deliverables, deadlines and tasks for department/org. unit.

Level V Tasks
- Serve as department/org. unit resource for general business office related questions.

Exempt Tasks
- Serve on a variety of committees to review, recommend and implement policies, procedures, and best practices.
- Establish and maintain appropriate department/org. unit business process review and audit processes to insure accuracy, compliance and control; recommend and implement changes.
- Direct, facilitate, or provide cluster/campus/departmental training on a variety of topics.
- Interpret, communicate and implement all other business related guidelines, policies and procedures.

<u>*Personal Computer Applications*</u>
Level IV Tasks
- Review and approve requests for access to on-line systems based on criteria established by the department/org. unit.
- Perform period reviews to prepare and route forms required to add, change or delete access to on-line systems.

Level V Tasks
- Serve as dept./org. unit Business Services security liaison to Information Technology.
- Serve as dept./org. unit resident expert on computer applications.

Exempt Tasks

- Interpret, communicate, and implement university guidelines, policies and procedures relating to computer applications.
- Establish procedures and/or guidelines on numerous computer systems.
- Establish, maintain and review web pages, ensuring accurate content.

ACCOUNT CLERK JOB FAMILY GRID

Requirements	Account Clerk 3	Account Clerk 4	Account Clerk 5	Account Assistant-40A
Direction received/Impact of errors	Immediate supervision received. Work is regularly checked. Errors may cause delay, affect quality and accuracy of work requiring correction and rework.	General supervision received. Work is checked for quality and quantity of output. Errors may cause delay, expense and disruption but there are checks in the system to detect errors before department/org. unit is adversely affected.	General supervision is received. Errors not easily detectable and may result in considerable expense or cause substantial delay affecting accuracy and timeliness of reports.	Indirect supervision is received. Monitored on end results. Errors may have an adverse impact on internal/external relations. Duties involve preparation of data on which department/org. unit faculty and staff base decisions. Frequent discretion and evaluation of data is required.
Responsibility / Mental Effort	Serve as entry-level account clerk. Perform duties that include: compile, prepare, verify and input data. Works within established procedures to perform basic analysis and exercises some judgment.	Serve as lead account clerk. Duties include: audit, compile and reconcile forms, documents, tables, and reports. Ability to evaluate factors, results, data, or trends. Some discretion exercised. Decisions are usually based upon departmental or University policy, precedent, or standardized procedures.	Serve as department/org. unit level resident expert. Duties include: review requests, prepare reports, analyze and resolve unique problems and recommend action. Resolves problems not covered by instruction, precedent, or standardized procedure. Research data, and uses specialized knowledge to determine alternatives, makes recommendations and follows through on own initiative.	On own initiative makes analyses and evaluations necessary to determine or recommend methods and procedures. Duties require the solution of complex problems not covered by instruction, requiring initiative, ingenuity, and judgment. Recommends changes in department/org. unit business office procedures and practices.
Supervision Exercised	No supervision exercised but may serve as general resource contact for faculty, staff, temporary non-student or student staff.	Functional supervision may be exercised for temporary non-student and student employees in the department/org unit business office. Responsibilities may include: interview, make hiring recommendations, plan, assign, follow-up on work projects and serve as a resource person.	Functional supervision may be exercised for regular, temporary non-student and student employees in the department/org. unit business office. Responsibilities may include: interview, make hiring recommendations, plan, assign, follow-up on work projects and serve as a resource person.	Administrative supervision may be exercised for regular, temporary non-student and student employees in the department/org. unit business office. Responsibilities may include: interview, make hiring recommendations, plan, assign, follow-up on work projects and serve as a resource person.
Education	High School/GED w/ basic business courses.	High School/GED w/basic business courses.	High School/GED w/basic business courses.	High School/GED w/basic business courses.
Minimum Work Experience	0-1 year general experience	Two years account clerk or bookkeeping experience required	Three years account clerk or bookkeeping experience required. University-related experience preferred.	Four years University account clerk or bookkeeping experience required.
Reporting Relationship	Account Clerk V or higher	Account Clerk V or higher	Account Assistant or Business Manager	Business Manager

BUSINESS MANAGEMENT POSITION STANDARDS
KNOWLEDGE, SKILLS AND ABILITIES

<u>Level III</u>

- General knowledge of basic math, i.e., addition, subtraction, multiplication, division, fractions and decimals.
- General knowledge of routine computer office applications.
- Skill in typing routine, non-technical forms.
- Skill in word processing routine, non-technical correspondence and forms.
- Skills in performing basic accounting reviews, i.e., validation of object codes, cash receipt vouchers, account numbers, etc.
- Skill in establishing and maintaining subject matter files.
- Skill in entering data into established spreadsheets.
- Ability to gather and compile information.
- Ability to pay close attention to detail.
- Ability resolve routine problems
- Ability to operate general office equipment.
- Ability to proofread documents for grammatical errors.
- Ability to count various denominations of currency.

<u>Level IV</u>

- Working knowledge of billing documents, cost centers, cash receipt vouchers, object codes and account numbers.
- Working knowledge of research proposals, sponsored research forms and transmittal checksheets.
- Working knowledge of travel procedures.
- Working knowledge of monthly payroll, i.e., contracts, partial pay, period rate, reserve transfers, etc.
- Working knowledge of biweekly payroll, i.e., pay calculations, tax forms, Form 13, I-9 forms, etc.
- Working knowledge of annual budget, i.e., budget printouts and historical information.
- Working knowledge of Personnel Activity Reports.
- Working knowledge complex computer office applications, i.e., technical data, spreadsheets, charts, equations, formulas, queries, etc.
- Working knowledge of gift and loan reports.
- Working knowledge of various HR services forms.
- Working knowledge of various purchasing forms and services.
- Working knowledge of university mainframe systems.
- Skill in computing ratios and percentages.
- Ability to manage and prioritize work projects.
- Ability to prepare standard billing/cost center reports.
- Ability to obtain information from historical records, purchasing records, expense statements or projections.
- Ability to determine appropriate budget data.
- Ability to interact with staff to review budget output.

Level IV

- Ability to review and edit forms and text
- Ability to accurately audit payroll changes.
- Ability to prepare adjustment/correcting documents.
- Ability to audit university reports, forms and other documents for accuracy and completeness.
- Ability to provide functional supervision to temporary non-student and student employees. Including interview, make hiring recommendations, plan, assign, follows-up on work projects and serve as a resource person.

Level V

- Working knowledge of accounting, billing history, expense statements and projections.
- Working knowledge of where to go within the organization for needed information.
- Working knowledge of foreign and domestic travel procedures.
- Working knowledge of monthly payroll, i.e., offer letter, pay calculations, contracts, titles, position codes, I-9 forms, tax forms, etc.
- Working knowledge of annual budget, i.e., historical information, expenditures reports, sponsored research summaries and forecasts.
- Working knowledge of complex word processing, spreadsheet, querying software.
- Working knowledge of University policies and procedures.
- Skill in writing concise, logical, and grammatically correct analytical reports.
- Skill in making appropriate decisions following established University, Federal and State policies and procedures
- Skill in projecting and monitoring revenue of cost centers.
- Ability to perform under the stress of frequent interruptions and/or distractions.
- Skill in coordinating the preparation of research proposals.
- Skills in performing detailed payroll operations including auditing payroll changes, pay calculations, reconciling errors, etc.
- Skills in performing detailed auditing of employment contracts, i.e., position title, position code, appropriate signatures, etc.
- Skills in designing spreadsheets.
- Ability to prepare draft of annual rate requests.
- Ability to explain policies and procedures to staff.
- Ability to set priorities which accurately reflect the relative importance of job responsibilities.
- Ability to accurately compile, review and interpret complex data, i.e., budget, financial, accounting, payroll.
- Ability to develop research proposal budgets.
- Ability to generate reports from various software packages.
- Ability to prepare adjusting/correcting documents based on availability of funds.
- Ability to provide functional supervision to regular, temporary non-student and student employees. Including interview, make hiring recommendations, plan, assign, follows-up on work projects and serve as a resource person.

Account Assistant (40A)

- Detailed knowledge of business office functions and University policies and procedures.
- Skill in financial analysis.
- Skill in projecting and monitoring accounts and budgets.
- Ability to identify problems, analyze information, determine and implement solutions.
- Ability to use independent judgment in the interpretation of policies and procedures.
- Ability to conceptualize, work independently and follow through on assignments with minimal direction.
- Ability to perform effectively under conditions of fluctuating workload.
- Ability to compile/analyze data and make recommendations.
- Ability to write procedures pertaining to departmental business office functions.
- Skill in sponsored program account administration
- Ability to provide administrative supervision to regular, temporary non-student and student employees. Including interview, hire, train, communicate performance expectation and provide feedback, determine salary level/merit increases, establish work schedules, review for approval leaves of absence, vacation and overtime.

CLASSIFICATION-RELATED DEFINITIONS

Job Classification
Is a method of analyzing and evaluating the skill, effort, responsibilities and work conditions under which jobs are performed; organizing into staff groups and assigning job titles and pay levels.

Job Analysis
The first step in job classification that involves collecting relevant data about the skill, effort, responsibilities and working conditions under which a job is performed.

Job Evaluation
The second step in job classification that establishes a job's relationship to other jobs in terms of skill, effort, responsibilities and working conditions under which the job is performed. There are two methods used to evaluate clerical and service jobs at Purdue – point-count and job comparison.

- The point-count method, known as the Nine Factor Evaluation System (NIFES), is based upon factors used to evaluate the skill, effort, responsibilities and working conditions under which a job is performed based upon set point values for each factor. There is a NIFES-C for clerical positions and a NIFES-S for service positions.
- The job comparison method uses other similar jobs within a department, school or the University as a reference and cross check in determining the correct classification of the job being evaluated.

Position Classification Code
A seven digit classification code assigned by Human Resource Services to denote a position's title, pay level, staff group and length of staff appointment. For example: a classification code of Account Clerk IV is 0314C12. The first three fields (031) identify the position as an Account Clerk. The fourth field (4) identifies the position as pay level 4. The fifth field (C) denotes the position as clerical staff and the last two fields (12) denotes the position as a 12-month staff appointment.

Reclassification
Refers to a change in the staff classification of a position based upon significant changes in the skill, effort, responsibilities and work conditions of a position. A position can be reclassified upward from a lower to higher level, reclassified downward from a higher to lower level, reclassified from one staff group to another such as clerical to service staff or clerical to administrative and professional staff, or reclassified laterally to another job title in the same staff group and level such as Clerk 3 to Secretary 3.

Account Clerk Task Bank
The task bank is a standardized resource used to create, update and maintain account clerk positions. It includes the major business services account clerk functions, e.g., payroll, financial management, budget & fiscal planning, etc. and the specific tasks performed by levels for each function.