

TEXAS BOARD OF NURSING

Position Description

March 2018

- I. TITLE: Clerk IV (0059) (A11)
- II. DEFINITION: Performs a variety of administrative, bookkeeping and clerical accounting work in the Accounting Department.
- III. QUALIFICATIONS:
 - A. Personal
 - 1. High degree of personal integrity
 - 2. Self-reliant and exercises good judgement
 - 3. Motivated to accomplish assigned tasks efficiently and effectively
 - 4. Communicates effectively with co-workers and public
 - 5. Neat in appearance and punctual
 - B. EDUCATIONAL
 - 1. High School Graduation or equivalent
 - 2. Bookkeeping and accounting courses preferred (post high-school)
 - C. KNOWLEDGE
 - 1. Knowledge of good office techniques and basic accounting principles
 - 2. Typing speed of at least 30 words per minute
 - 3. One- year experience with personal computer, telephone and calculators
 - 4. Ability to utilize select office machines and equipment
 - 5. Ability to lift 25 pounds
- IV. WORK SUPERVISED BY: Accountant VI
- V. FUNCTIONS:
 - A. Mail Room
 - 1. Open incoming mail/process outgoing mail
 - 2. Process and record receipt of mail with money
 - 3. Sort and distribute correspondence received daily
 - B. Daily Deposit
 - 1. Enter and balance entries of daily cash receipts
 - 2. Assist with preparation of deposit
 - 3. Process return money pulled from deposit
 - 4. Process returned ACH/checks/chargebacks and prepare correspondence
 - C. Records Retention
 - Assist Accounting staff with regularly scheduled record retention activities
 - D. Refunds
 - Process online refunds for licenses through Texas.gov and manual refunds through accounting system

- E. Assist Accounting staff as needed
 - 1. Prepare and send receipts for license renewals
 - 2. File paid vouchers
 - 3. Log voucher numbers and payment status
 - 4. Assist with delivery and moving supplies
 - 5. Assist with warrant mail out
 - 6. Assist with data entry into State Property system
 - 7. Print and distribute agency phone logs

VI. CONDITIONS OF EMPLOYMENT

Refer to personnel policies

This position is non-exempt regarding the Fair Labor Standards Act