

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK III –
Invoice Control

SALARY GROUP: A09

DEPARTMENT: Accounting and Business Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Kathy McHargue DATE: 07/11/2011

POSITION #: 031040

I. JOB SUMMARY

Performs complex clerical work. Work involves compiling and tabulating data; checking documents for accuracy; handling and transporting documents; and maintaining files. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Compiles and organizes accounting documents to include purchase orders and vouchers; verifies document information and researches discrepancies; and distributes reports and documents.
 - B. Reviews and reconciles department and vendor accounting records; provides liaison with other departments and vendors regarding payment documents; and researches vendor identification files.
 - C. Maintains files and records; reviews and posts information to agency records; performs data entry, retrieval, and data searches in an automated accounting system; and opens, date stamps, classifies, and sorts mail.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Two years full-time, wage-earning accounting clerical, clerical, or secretarial experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
 - 3. Accounting or bookkeeping experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to perform arithmetic computations.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to plan work in order to meet established guidelines.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.