

# NOTICE OF VACANCY

## Position Title: Accounting Clerk

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**SALARY:** \$34,000.00 - \$36,000.00

**REPORTS TO:** Controller

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time Non-Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** By July 1, 2025

**SUPERVISORY SKILLS:** N/A

**Position Summary:** The University of Science and Arts of Oklahoma (USAO) is seeking a detail-oriented and reliable Accounting Clerk to join the Business Office. This position plays a critical role in supporting the university's financial operations, with primary responsibility for managing procurement card (P-Card) audits, assisting with daily accounts payable processes, and serving as a backup for the Bursar window. The Accounting Clerk will also support a variety of accounting and budget-related tasks to ensure accuracy.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- P-Card Audit Oversight
- Conduct thorough monthly audits of P-Card transactions for compliance with internal policies and purchasing guidelines.
- Follow up on questionable or incomplete documentation.
- Maintain detailed audit records and prepare reports for administrative review.; overseeing student workers, and other duties as assigned by supervisor.
- Accounts Payable Support
- Assist with daily processing of accounts payable, including invoice entry, voucher preparation, and vendor communication.
- Ensure timely and accurate payment processing in accordance with state and institutional regulations.
- Bursar Window Backup
- Serve as backup support for the Bursar window, assisting students and visitors with payments, receipts, and general inquiries.
- Maintain accurate cash handling procedures.
- General Accounting and Budget Support

- Perform a variety of tasks including journal entries, account reconciliations, and budget transfers.
- Assist with monthly and year-end financial closing activities.
- Support budget development and expenditure tracking.
- Other Duties as Assigned
- Participate in ongoing training and policy updates.
- Provide administrative and financial support for Business Office initiatives.

#### **REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of one year of experience in accounts payable, auditing, or a related accounting function.
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Excel and financial systems.

#### **Preferred Qualifications:**

- Associate degree or coursework in accounting, finance, or business administration.
- Experience with Ellucian Colleague or other higher education ERP systems.
- Knowledge of Oklahoma state financial procedures and compliance requirements.

#### **SKILLS & ABILITIES:**

- This position requires an individual who possesses outstanding people skills and a service attitude.
- The individual must also have the ability to work well under pressure and maintain accuracy.
- Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

#### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**ABOUT USAO:**

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**TO APPLY:**

To be considered for this position, you must complete the official USAO application, available at <https://usao.edu/about/personnel.html>. After submitting the application, please email the following documents to [hr@usao.edu](mailto:hr@usao.edu): A letter of interest, a detailed résumé, three professional or academic references, and any required transcripts. You may also apply in person by visiting:

**University of Science & Arts of Oklahoma**

**Troutt Hall, Room 306**

**1727 W. Alabama Ave., Chickasha, OK 73018**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.