Title: Accounts Payable Data Technician 1

Pay Scale Group: 59

Essential Function

Under direct supervision, responsible for the data entry of payment vouchers and/or expense transactions into the University's accounting system.

Characteristic Duties

1. Data entry of payment vouchers and various expense transactions into the University's accounting system and perform accuracy verification before data can be passed.

2. Make decisions by isolating problems and passing them on for further resolution.

3. Typing of checks and bursting as required by processing.

4. Answer routine telephone inquiries, which require assessing system tables to obtain data.

5. Perform related duties based on departmental need.

Unusual Working Conditions

N/A

Minimum Qualifications

High school/GED diploma and six months of general office experience.