

DACUM Research Chart for Accounting Clerk

DACUM Panel

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DACUM Research Chart for Accounting Clerk

Duties		← Tasks				
A	Maintain Budget Detail	A-1 Process budget transactions	A-2 Encumber employee positions	A-3 Perform budget comparison analysis projections	A-4 Monitor project/grant budget	A-5 Monitor journal entries
B	Process Employee Payroll	B-1 Process tax forms	B-2 Process standard optional deductions	B-3 Process direct deposit forms	B-4 Verify absence records request	B-5 Prepare employee timesheets
C	Coordinate Purchase of Supplies and Equipment	C-1 Comparison shop for best prices	C-2 Prepare purchase requisitions	C-3 Process budget encumbrances	C-4 Determine payment method	C-5 Complete ordering process
D	Coordinate Accounts Payable	D-1 Check in orders	D-2 Process check requests	D-3 Manage imprest cash account	D-4 Manage Procard changes	D-5 Process payments
E	Coordinate Accounts Receivable	E-1 Perform billing procedures	E-2 Process third party billings	E-3 Process bank deposits	E-4 Apply payments (e.g., student, vendor, corporate)	E-5 Perform bank reconciliation
F	Operate Book Store	F-1 Order books and supplies	F-2 Perform bookstore sales	F-3 Maintain bookstore inventory	F-4 Reconcile cash register drawer	F-5 Process bookstore bank deposits
G	Maintain Asset Inventory	G-1 Perform tagging procedure	G-2 Track asset location	G-3 Update asset inventory records	G-4 Verify annual asset report	G-5 Coordinate surplus disposition
H	Perform Administrative Functions	H-1 Address EEOC issues	H-2 Assess test system functions	H-3 Troubleshoot problems for resolutions	H-4 Disseminate information and resources (e.g., correspondence, reports)	
I	Maintain Professional Growth	I-1 Participate in job related training	I-2 Participate in workshops and seminars	I-3 Review job related literature	I-4 Continue education to upgrade skills	I-5 Participate on committees

A-6 Process paperwork for scholarships and waivers						
B-6 Process employee job data	B-7 Process employee time entry	B-8 Process special payments	B-9 Prepare retirement reports			
D-6 Manage auxiliary payables (e.g., vending, food services, housing)		D-7 Process travel vouchers				
E-6 Manage auxiliary receivables (e.g., vending, food service, housing)						
F-6 Coordinate book buy-back						
H-5 Convey business procedures to new employees (e.g., travel, requisitions, payroll)		H-6 Coordinate special projects (e.g., United Way, analysts, new building)		H-7 Assist with audits		
I-6 Network through association memberships (e.g., CBMI, AFT, AAWOR)						

General Knowledge and Skills

Math	Discernment skills
Accounting principles	Reading and writing
Policies & procedures	Time management
Communication skills (written and oral)	Information gathering skills
Acronyms	Critical thinking
Organizational skills	Planning
Computer skills	Coordination
Software applications	Problem-solving

Worker Behaviors

Team player	Self-motivated
Patient	Self-directed
Attentive	Ability to maintain
Organized	Confidentiality
Accurate	Good listener
Flexible	Detail oriented
Courteous	Able to deal with stress
Friendly	Tolerant
Sense of humor	Supportive
Troubleshooter	Prompt
Efficient	Conscientious
Trustworthy	Resourceful
Professional attitude	Innovative

Tools, Equipment, Supplies and Materials

Computer	Manuals
Phone	Delivery cart
Fax	Typewriter
Printer	Reference materials
Filing cabinets	Forms
Workstation	Copier
Tape recorder	Fireproof safe
Calculator	First aid supplies
General office supplies	Disinfectant

Future Trends and Concerns

- District merging
- Technology changes
- Funding
- Training timely basis
- Legislative impact
- On-going changes

Acronyms

NACUBO	National Association of College and University Business Office
AFT	American Federation of Teachers
AAWCC	American Association of Women in Community College
CBMI	College Business & Management Institute
COE	Council on Occupational Education
SACS	Southern Association of Colleges and Schools
SACUBO	Southern Association of College and University Business Office
EEOC	Equal Employment Opportunity Committee/Council
KTRS	Kentucky Teachers Retirement system
KERS	Kentucky Employee Retirement System
KCTCS	Kentucky Community & Technical College System
403B	Retirement Plan