

The University of Akron
Classification Specification

Job Title: Sr Accounts Coord, PAH
Job Function: Staff
Job Family: Classified
SOC Description: 9000 Ungraded Positions Division

Job Code: 42164
Grade: 118
FLSA: Non-Exempt
Date: 4/16

Job Summary:

Performs general office and accounting duties for the Performing Arts Hall.

Essential Functions:

30% Issue rental contracts and coordinate with clients on the contracts. Secure signature requirements, payments, and insurance compliance in accordance to the contract. This includes all University of Akron campus events held at EJ Thomas Hall. Work directly with school personnel and coordinate all aspects of High School Graduation contracts and needs.

20% Invoice client after events and procure any additional payment or credit through University Accounts Receivable. Payment of all invoices, departmental requisitions, and purchase orders.

20% Arrange travel and hotel arrangements for artists while maintaining the highest level of confidentiality.

10% Deposit any departmental checks through Cash Net.

10% Print and review monthly departmental and general ledger reports for errors or changes. Prepare month end close transactions. Ensure funding is received for support events.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years' experience in office/clerical and basic accounting procedures. Ability to coordinate programs, work in a fast paced environment and utilize new technology required. Advanced computer skills including word processing, spreadsheet and database software packages required. Strong interpersonal, problem solving and research skills required. Prefer prior work experience with PeopleSoft and Cash Net.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.