



**Job Title:** Accounting Clerk  
**Hours per week:** 12 hrs/wk  
**Number of positions:** 1  
**Length of Employment:** August 20, 2019 – May 17, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Shawna Victorino

**Department Name & Code:** Financial Services/132  
**Location:** LKNWC  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Accounting Clerk performs a wide-range of accounting support functions according to established procedures or as directed by the Accounts Payable Specialist. Supports the mission, vision and core values of the Institute.

**Job Description/Responsibilities:**

- Timely and accurate recording and delivery of requisitions, invoices, purchase orders, travel authorizations and vouchers, and other requests for payment.
- Verification of budget availability for requisitions and other requests for payment.
- Verification of paperwork for accuracy, completeness and adherence to IAIA policies and procedures.
- Ability to service vendors and IAIA personnel regarding questions about purchase orders, requisitions, and accounts.
- Maintain in orderly fashion all files and paperwork related to job responsibilities.
- Assist with various duties such as data entry, copying, filing, and check distribution.
- Assist Financial Services Staff with various duties such as data entry, copying, and filing.
- Prepare requisitions for Financial Services department expenses.
- Perform occasional office assistant duties for the Director of Finance & Administration
- Other duties as assigned.

**General Qualifications:**

- Ability to work under moderate supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion in a timely/accurate manner.
- Knowledge of computerized accounting systems and spreadsheet programs such as Excel.
- Knowledge of basic accounting principles.
- Ability to communicate effectively and work successfully with IAIA community as related to job responsibilities. Adheres to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meetings as required.



- Ensure the security and confidentiality of confidential/sensitive financial data/information.
- Strong customer service skills, which demonstrate responsive, courteous and professional presence/results. Ability to sit for extended periods of times, utilizing a computer work station.
- Ability to read and interpret basic to complex data/information/guidelines/procedures, etc. related to Accounts Payable (AP), Purchase Orders, finance and/or accounting.
- Management has the right to revise this job description at any time, with or without notice.
- You may be asked by supervisors or managers to perform other assignments or duties.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).